

# **AWFCG, Wildland Fire Education and Prevention Committee**

## **STANDARD OPERATING PROCEDURES**

**This document further defines the roles, duties and responsibilities of the members as outlined in the Charter.**

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### **VISION**

All people understand the role of fire in Alaskan ecosystems and are able to live safely within them.

### **MISSION**

To coordinate activities and develop materials for fire education and prevention.

### **MEMBERSHIP**

Current voting member agencies include:

*Alaska Department of Environmental Conservation*  
*Alaska Department of Fish & Game*  
*Alaska Department of Natural Resources, Division of Forestry*  
*Association of Village Council Presidents*  
*Anchorage Fire Department*  
*Bureau of Indian Affairs*  
*Bureau of Land Management*  
*Chugachmiut*  
*National Park Service*  
*Tanana Chiefs Conference, Inc*  
*U.S. Fish and Wildlife Service*  
*USDA Forest Service*

### **ORGANIZATION AND STRUCTURE**

#### ***Accountability***

All WFEP members will be held accountable for their roles and responsibilities. Performance issues that cannot be resolved by the WFEP Chair will be escalated to the AWFCG representative for resolution.

#### ***Members Duties/Responsibilities***

##### ***CHAIR***

- Sends AWFCG emails, meeting agendas and notes to WFEP.
- Sends WFEP notes to WFEP and AWFCG recorder.
- Annually updates the committee contact list.
- Maintains an external hard drive to store all documents created by the committee. This hard drive will be passed on during the chair succession.

##### ***VICE-CHAIR***

- Posts agendas, notes, and other documents at My Fire Community,

<http://www.myfirecommunity.net/Home.aspx>, AWFCG, WFEP Neighborhood.

- Assume the role of chair if the current chair is unable to perform duties.

### *MEMBERS*

- Engage in committee meetings and projects.
- Read and be prepared to comment on all pre-meeting materials.
- Participate in tasks and activities.
- Complete all assigned tasks within agreed-upon timeframes.
- Represent the expertise, policies and positions of their organization.
- Have authority to speak for their organization or user community.
- Distribute the workload among all members.
- Support and promote WFEP strategies, decisions, concepts, and efforts.
- Seek assistance from the members' organizations to obtain resources when needed.
- Review the WFEP Charter when the Chair rotates.
- Review and update the Standard Operating Procedures and Action Plan annually during an in person meeting.
- All members will have a profile at My Fire Community, <http://www.myfirecommunity.net/Home.aspx>, AWFCG, WFEP Neighborhood.

### *AWFCG LIAISON*

- Liaison will have a profile at My Fire Community, <http://www.myfirecommunity.net/Home.aspx>, AWFCG, WFEP Neighborhood.

## **MEETINGS AND REPORTS - Meetings include both in person and conference calls.**

### ***Ground Rules***

- Respect All Opinions
- Keep on Track
- Cell Phones- Quiet Mode or Off
- No Side Conversations (focus on speaker)
- Stay Engaged
- Enjoy and Celebrate our Successes
- Clean Up!

### ***Guidelines***

- The primary purpose of any WFEP meeting is to fulfill the WFEP mission.
- In person meeting locations and times will be established 6 to 12 months in advance.
- In person meeting duration will be limited to 3 days.
- During in person meetings, issues may arise that mandate conference calls (separate from monthly conference calls). Duration of conference calls will be limited to 1.5 hours maximum under normal circumstances.
- Members must notify Chair of any support needs at least 1 week prior to a meeting.
- Presentations made to the WFEP should be relevant and concise.
- Once a presentation is concluded and issues clarified or questions answered, only the WFEP members will discuss the issue and make any related decisions.
- Informational materials may be distributed at the meeting. Presenters should provide printed copies for all attendees.
- Presenters must provide electronic copies of presentations prior to their

presentation so that accurate meeting notes can be maintained.

- Members will participate in meeting facilitation as determined by Chair.

### ***Attendees***

In general, WFEPc meetings are open. Depending on specific agenda topics, the WFEPc Chair reserves the authority to restrict attendance for all or part of WFEPc meetings. When appropriate, individuals from outside the WFEPc membership may be requested to participate to provide needed expertise.

### ***Agenda***

- Use the agenda template posted at My Fire Community, <http://www.myfirecommunity.net/Home.aspx>, AWFCG, WFEPc Neighborhood
- Agendas will be sent via email and posted at My Fire Community, <http://www.myfirecommunity.net/Home.aspx>, AWFCG, WFEPc Neighborhood 1 week prior to meeting.
- Bin Items (other issues/topics which arise during a meeting and are not included on the agenda) will be included on the agenda.

### ***Decision Making***

- A quorum of five members must be reached to conduct official meetings or business decisions.
- The preferred decision making process is by consensus. If consensus cannot be reached, a vote will be taken and majority will determine the approved alternative/recommendation.
- Members may find it necessary to vary the decision or product to fit within their agency's rules and regulations.

### ***Meeting Notes***

- Use the notes template posted at My Fire Community, <http://www.myfirecommunity.net/Home.aspx>, AWFCG, WFEPc Neighborhood
- For conference calls, the note taking rotation list is as follows:
  - National Park Service
  - Anchorage Fire Department
  - Bureau of Indian Affairs
  - Alaska Department of Environmental Conservation
  - Association of Village Council Presidents
  - Alaska Department of Fish & Game
  - Bureau of Land Management
  - Chugachmiut
  - Tanana Chiefs Conference, Inc
  - U.S. Fish and Wildlife Service
  - USDA Forest Service
  - Alaska Department of Natural Resources, Division of Forestry
- The note taker for the next meeting will be listed on the notes from the previous meeting.
- When the committee meets in person, the Chair will select note takers or provide one from outside of the committee.
- A draft version of the meeting notes will be sent via email to the WFEPc within 1 week of each meeting.
- WFEPc members will have 1 week to review the notes and provide corrections or additions to the Chair via email or phone.

- Within 2 weeks, the final version of the notes will be sent via email to the committee and the AWFCG recorder and posted at My Fire Community, <http://www.myfirecommunity.net/Home.aspx>, AWFCG, WFEP Neighborhood.
- The notes will serve as a permanent record of each proceeding.
- Historical records are a key reference component for the success of the WFEP. The WFEP has the responsibility to assure that notes are taken during each meeting. Notes need not be verbatim but must be complete, concise, coherent, and accurate and recorded on the standard template. They must include the date, time, and location of the meeting, names of attending members and guests, main topics of discussion, and all decisions and actions items defined by the group.

### ***Action Items***

- During meetings, certain tasks may be identified that require completion outside of meeting time frames. These tasks are referred to as “action items.” Action items are not only the task to be accomplished and the person(s) responsible for task completion but also the completion target date. WFEP members responsible for action items agree to make every effort to comply with due dates.
- The WFEP has the responsibility to assure that action items are addressed in meeting notes. These items will be reviewed and updated before, during and after meetings as designated by the Chair. Prior to the end of each meeting, any resulting new action items will be reviewed and added to the notes.

## **COMMUNICATION**

### ***Internal***

- Post projects in progress at My Fire Community, WFEP Neighborhood [www.myfirecommunity.net](http://www.myfirecommunity.net)
- Email Contact List - emails should be sent to the entire committee.

### ***External***

#### *Websites*

- Official AWFCG products and materials developed by the WFEP will be made available on the AWFCG main webpage, accessed via the Alaska Interagency Coordination Center website at <http://fire.ak.blm.gov>. and the WFEP Neighborhood on the public site of My Fire Community.
- The AWFCG Smoke Education Strategy is found at: [www.dec.state.ak.us/air/smoke\\_ga.htm](http://www.dec.state.ak.us/air/smoke_ga.htm).
- Agencies will make every effort to make official committee products available on their individual websites.