

ALASKA WILDLAND FIRE COORDINATING GROUP
STANDARD OPERATING PROCEDURES
2015

I. INTRODUCTION

The following standard operating procedures (SOP) identify the specific protocols and operating procedures of the Alaska Wildland Fire Coordinating Group (AWFCG). This SOP supplements the AWFCG Memorandum of Understanding (MOU), follows the sections of the MOU, and is subject to annual review.

II. AUTHORITY

No additions.

III. MISSION

In support of the AWFCG mission, members of the AWFCG will:

- Provide interagency leadership and coordinate implementation of current policies, directions and standards for incident management activities.
- Promote safety and efficiency in all wildland fire operations at all levels.
- Instill professionalism in all aspects of fire management and develop a full partnership, trust and mutual assistance among the wildland fire management entities.
- Serve as the geographic area clearinghouse and forum for the identification of interagency fire management issues and their solutions.
- Facilitate common interagency fire policies.
- Serve as a communication link between local, state, tribal and federal entities.
- Foster representation of Alaska Natives entities in wildland fire management.

IV. MEMBERSHIP

Current member organizations and their representatives are listed in Appendix A.

A. Criteria for Membership

To be an AWFCG member, an agency or organization must have at least one of the following:

- Wildland fire management responsibilities.
- Delegated or regulatory authorities in wildland fire management.

B. Process for Petitioning for Membership

Entities seeking membership may petition the AWFCG Chair. The petitioning entity must provide in writing:

1. Their reasons for wanting to be considered and how the criteria for membership are satisfied;
2. Provide a delegation of authority identifying who they represent and confirming authority to represent that entity; and,
3. State that they concur with and will operate within the provisions of the AWFCG MOU.

C. Voting Process for New Membership

All members will review petitions. In an executive session, AWFCG voting members will vote on the membership request. To be accepted, a prospective member must receive a two thirds vote from the voting body of AWFCG. The AWFCG will determine whether the membership will be voting or ad hoc. The outcome of the vote (accepted or rejected, voting or non-voting member) will be documented in the meeting minutes and the Chair will inform the petitioning entity of the results.

D. Membership Limit

Core AWFCG Membership will be limited to 15 voting members in order to promote effective decision-making processes. The possibility exists for additional entities to petition for membership. If additional membership is requested, the interested entities may either establish consortium(s) or determine a rotational process for representation that is mutually acceptable to the interested parties.

E. Membership Expectations

Membership has responsibilities. To actively participate in the coordinating group, members are expected to attend all conference calls and scheduled “face-to-face” meetings, and participate as the assigned Chair or Liaison to assigned committees. Should it be recorded that a Member does not participate for a period of more than one year, the current Chair will contact the agency to inform that the entity has been demoted to an “Ad Hoc” status until they petition for voting status as identified in part B of Section IV, Process for Petitioning for Membership.

V. ORGANIZATION

A. Member Representatives

Members serve at the discretion of their agency and may be designated as voting or ad hoc. Those membership designations are defined as follows:

1. Voting Member: Voting members represent a jurisdictional agency or entity that has direct influence over wildland fire management activities. Voting member organizations must be signatories to the AWFCG MOU. There may only be one voting member per signature to the MOU. Alternates are encouraged and will have the delegated authority to act on their agencies behalf.
2. Ad hoc Member: Ad hoc Members are non-voting members that have a vested interest in AWFCG matters, can contribute to the mission of the AWFCG, or have a specific need to be involved and participate in wildland fire management activities. There will be no limit to the number of Ad Hoc Members.

B. Officers

The officers of AWFCG include a Chair, Vice-Chair and Recorder. The Recorder is provided by a member agency, does not have a term limit, and is a vital position for maintaining record continuity. The Chair and Vice-Chair serve for a term of one year in each capacity, one year as vice chair and one year as chair. Transfer of Vice-Chair to Chair and member to Vice-Chair occurs at the end of the January meeting. Interim vacancies will cause the rotation of the Chair and Vice-Chair to move accordingly. The rotation for the Chair and Vice-Chair is:

Alaska Department of Fish and Game	Chair 2015
U.S. Forest Service	Vice-Chair 2015
Alaska Department of Natural Resources	
Bureau of Indian Affairs	
Association of Village Council Presidents	
Bureau of Land Management	
U.S. Fish and Wildlife Service	
Tanana Chiefs Conference	
National Park Service	
Chugachmiut	

The Chair will designate a representative to the Coordinating Group Advisory Council (CGAC) and will attend the annual NMAC/ GMAC meeting in Boise. It is understood that the Chair and Vice will remain engaged with the CGAC, though the Liaison will serve as the long term contact for the AWFCG. Alaska Department of Natural Resources is welcomed to attend the annual meeting due to its significant cooperator role.

C. Committees

To support and promote the mission of the AWFCG, the following Committees have been established. Committee Chairs and AWFCG liaisons are listed in Appendix B. An individual may not serve as chair of more than one committee simultaneously. Other committees may be established as needed by the AWFCG. Committees may not task each other. A Committee can propose to AWFCG a task/project with a recommendation for action.

<i>Committee</i>	<i>Purpose</i>
Air Quality and Smoke Management	Provide technical expertise to identify and respond to air quality and smoke management issues that have the potential to or are affecting the Interagency Fire Management program. (2011 charter)
Education and Prevention	Coordinate activities and develop materials for fire education and prevention. (2015 charter)

Fire Research, Development and Applications	Identify and prioritize fire research needs in Alaska, and facilitate the development and exchange of fire effects, fire behavior, fire danger, and weather information and applications to meet the needs of the member agencies of the AWFCG. (2013 charter)
Fire Weather	Ensure interagency coordination of weather products and services to assist fire management officers in planning, prioritization and resource allocation. The technical expertise provided by the FWC creates the highest quality weather support possible for firefighter safety and efficient resource management. (2009 charter)
Geographic Information Systems (GIS)	Provide efficient and effective way to meet fire program needs for geospatial information and technology through an interagency forum. Work to support and implement strategic and tactical applications of GIS for the Alaska Wildland Fire Community. (2007 charter)
Operations	Provide an interagency approach to the operational activities and issues in fire management for the Alaska Geographic Region. (2014 charter)
Safety and Health	Provide a focal point to develop, train, coordinate, facilitate, and consult on interagency wildland fire safety and health issues to meet statewide and agency needs. (2006 charter)
Training and Qualifications	Develop, coordinate and facilitate Interagency Fire Management and All Risk Management training to meet the needs of member agencies. (1998 charter)
Fire Modeling and Analysis	Provide cohesive direction and response to address interagency needs for fire modeling and analysis within Alaska. (2012 charter)

D. Task and Working Groups

Groups will operate under the same provisions as identified in Appendix C for committees. Current Groups are:

<i>Task Group</i>	<i>Sponsor</i>	<i>Due Date</i>
FPA Technical Group	Fire Program Analysis	Ongoing
SOP Revision	AWFCG	Annual
Wildland Fire Decision Support System	AWFCG	Ongoing

<i>Working Group</i>	<i>Sponsor</i>
Emergency Fire Fighter Crew Management	Operations
Fire Effects	Fire Research, Development and Applications
Unmanned Aircraft Systems (UAS)	Operations; Fire Research, Development and Applications

E. Alaska Multi-Agency Coordinating (MAC) Group

The MAC Group provides a forum to discuss actions to be taken to ensure that an adequate number of resources are available to meet anticipated needs and to allocate those resources most efficiently during periods of shortage.

MAC group is activated on a situational basis. The Statewide MAC Group may be convened for statewide or multi-regional issues. Statewide MAC Group representatives are and have delegated authority by their respective agency:

- Alaska Department of Natural Resources- Division of Forestry
- Bureau of Indian Affairs
- Bureau of Land Management
- National Park Service
- Native Representative
- U.S. Fish & Wildlife Service
- U.S. Forest Service

The MAC Chair is normally the AWFCG Chair unless it is delegated to the Vice Chair position. The Alaska Interagency Coordination Center (AICC) Manager serves as the MAC Coordinator. The Alaska Preparedness Plan identifies the Alaska Preparedness Levels and correlates the participation of the MAC Group. AICC maintains the Alaska Preparedness Plan. The Statewide MAC operates according to the Alaska MAC Group Operations Handbook. The membership list and the Handbook are located at <http://fire.ak.blm.gov/administration/mac.php>. MAC Groups may be convened for local or regional issues. Representatives for local/regional MAC Groups will be designated by involved organizations as needed.

VI. DECISION PROCESS

Consensus is a group decision-making process that works to include all persons making the decision; a quorum of 51% of the voting members is required to conduct a vote. The process to evaluate a proposal and arrive at a decision is:

- A. Presentation: The sponsor introduces the topic and suggested proposal.
- B. Discussion: Each member is afforded the opportunity to air either affirming or dissenting opinions for the group's consideration and deliberation. If the opinion is dissenting, the member may suggest

alternatives. The goal is to analyze the topic, identify opinions and, if necessary develop alternatives.

- C. Formation of a proposal: Based on the discussion, the original proposal or an amended or re-phrased proposal is configured for a vote.
- D. Call for consensus: Consensus decision making does not require unabridged agreement by all members; a majority vote of attending voting members is sufficient for a decision. All decisions will be recorded in the minutes.

If the members determine that the issue warrants further investigation, the Chair may establish a task group to develop alternative(s) for the full group's consideration. The task group will be given a due date and discussion scheduled for a future meeting and voting reverts to a simple majority vote.

Some issues will involve trade-offs and the various decision alternatives will not satisfy everyone. However, once a decision has been reached, all members agree to abide with the group's decision and implement that decision to the extent possible within their respective agencies. It is recognized that for a decision to be implemented it must comply with individual agency's rules and regulations.

Decisions as well as task group assignments will be recorded in the minutes.

VII. MEETINGS

A quorum shall consist of six of voting members. A quorum must be present to conduct business and make decisions. The recorder will confirm that quorum has been met after roll-call each meeting. Conference calls will be held monthly; face-to-face meetings will be scheduled bi-annually. The bi-annual face-to-face meeting will be limited to 3 days and normally begin and end mid-day to allow for travel. Conference calls will be scheduled for 1 hour and normally occur on the first Wednesday of the month at 0830. Additional face-to-face meetings or conference calls may be scheduled by the Chair, as warranted, or at the request of an AWFCG member.

Agenda items are to be submitted to Chair and Recorder one week prior to meeting. For each item include short synopsis for notes and identified topic as 1) information, 2) discussion, or 3) action.

During each meeting members will:

- review and approve of previous meeting minutes
- review and status report on pending Action Items
- discuss and act upon submitted agenda items
- allow for agenda changes and additions
- have adequate hard copies of materials available, if presenting.
- list bin items
- schedule future meeting dates, times, locations and host.

Minutes will be recorded and distributed to the members. The official record of the AWFCG proceedings will be maintained at the Recorder's location. Approved AWFCG public documents and materials are posted on the AWFCG webpage <http://fire.ak.blm.gov/administration/awfcg.php>. See Appendix C for primary meeting themes and months for routine items to be scheduled.

VIII. RESPONSIBILITY

Member representatives are their organization's authoritative source of information and operational commitment to the AWFCG mission. Each is responsible to ensure that respective organization policy and procedures are maintained and administrators are informed. They coordinate AWFCG recommendations for their organization's acceptance and implementation. Each member representatives or "Acting" is expected to participate in meetings and work efforts of the AWFCG, serving as officers when appropriate.

The roles of the members, officers, liaisons and groups are listed in Appendix D.

IX. FINANCIAL

No additions.

X. GENERAL PROVISIONS

No additions.

XI. PRINCIPAL CONTACTS

Changes in principal contacts (membership) will be given to the Chair and Recorder. Contact lists are updated annually and contained in Appendix A.

XII. TERM

This instrument is executed as of the last date of signing shown below and, unless sooner terminated, expires on January 30, 2016, at which time it will be subject to review, update and renewal.

XIII. APPROVAL

For the State of Alaska:

Karin Landsberg
Alice Edwards Karin Landsberg
Department of Environmental Conservation

4/3/2015
Date

Sue Rodman
Sue Rodman
Department of Fish and Game

4/3/2015
Date

Dean Brown
Dean Brown
Department of Natural Resources

4.3.2015
Date

For the U.S. Department of Interior:

Kristine Kosnik
Kristine Kosnik
Bureau of Indian Affairs

4/13/15
Date

Kent Slaughter
Kent Slaughter
Bureau of Land Management

3 April 2015
Date

Doug Alexander
Doug Alexander
Fish and Wildlife Service

4/3/15
Date

Dan Warthin
Dan Warthin
National Park Service

4/3/15
Date

For the U.S. Department of Agriculture:

Tom Hudson
Tom Hudson
U.S. Forest Service

4/3/15
Date

For Alaska Natives:

Mike Burley
Mike Burley
Association of Village Council Presidents

4-3-15
Date

Charlie Sink

Charlie Sink
Chugachmiut

4/3/2015

Date

Clinton Northway

Clinton Northway
Tanana Chiefs Conference

4/3/2015

Date

For Structural Fire Departments and other Organizations:

John See

John See
Anchorage Fire Department

4/13/2015

Date

Appendices

- A. *AWFCG Members and Principle Contacts*
- B. *List of Committees, Chairs and AWFCG Liaison*
- C. *Monthly Meeting Topics*
- D. *Responsibilities of Officers, Members, Liaisons, and Groups*
- E. *Alaska Incident Management Teams Model and Process*
- F. *Task Order System for the Committees with Example (AWFCG decision 01/07/2009)*

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Appendix A AWFCG

Membership and Principal Contacts

The following list the AWFCG membership for 2015: each member is the principal point of contact for their organizations and an alternate identified that has the delegated authority. Individual member representatives are responsible to ensure that respective organization policy and procedures are maintained and administrators are informed. They coordinate AWFCG recommendations for their organization's acceptance and implementation.

2015 Officers

Chair: Sue Rodman

Vice-Chair: Tom Hudson

Recorder: RaDonna Turner

2015 Voting Membership

Agency	Member	Alternate
AK Dept. of Fish & Game (ADF&G)	Sue Rodman	Tom Paragi
AK Dept. of Natural Resources (ADNR)	Dean Brown	Tom Kurth
Association of Village Council Presidents (AVCP)	Mike Burley	
Bureau of Indian Affairs (BIA)	Kristine Kosnik	
Bureau of Land Management (BLM)	Kent Slaughter	Tami Defries
Chugachmiut	Charlie Sink	Nathan Lojewski
National Park Service (NPS)	Dan Warthin	Brian Sorbel
Tanana Chiefs Conference (TCC) United	Clinton Northway	Will Putman
States Forest Service (USFS)	Tom Hudson	Tristan Fluharty
United States Fish & Wildlife Service (USFWS)	Doug Alexander	Brad Reed

2015 Ad Hoc Membership

Agency	Member	Alternate
AK Dept. of Environmental Conservation (ADEC)	Alice Edwards	Karin Landsberg
Anchorage Fire Dept. (AFD)	John See	

National Liaison

National Multi-Agency Coordinating Group Liaison

John Segar
USFWS Chief, Branch of Fire Management

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Appendix B

Committees, Chairs and AWFCG Liaison

AIR QUALITY & SMOKE MANAGEMENT COMMITTEE

Chair: Karin Landsberg

AWFCG Liaison: Karin Landsberg

FIRE RESEARCH DEVELOPMENT & APPLICATION COMMITTEE

Chair: Jennifer McMillan

AWFCG Liaison: Dan Warthin

FIRE TRAINING AND QUALIFICATIONS COMMITTEE

Chair: Doug Gibbs

AWFCG Liaison: Doug Alexander

FIRE WEATHER COMMITTEE

Chair: Sharon Alden

AWFCG Liaison: Tami Defries

GIS COMMITTEE

Chair: Peter Butteri

AWFCG Liaison: Dean Brown

OPERATIONS COMMITTEE

Chair: Dave Whitmer

AWFCG Liaison: Doug Alexander & Clinton Northway

SAFETY AND HEALTH COMMITTEE

Chair: Tom Hudson

AWFCG Liaison: Kent Slaughter

WILDLAND FIRE EDUCATION AND PREVENTION COMMITTEE

Chair: Morgan Warthin

AWFCG Liaison: Sue Rodman

FIRE MODELING AND ANALYSIS COMMITTEE

Chair: Jennifer Barnes

AWFCG Liaison: Nathan Lojewski

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Appendix C Monthly

Meeting Topics

The following table identifies primary meeting themes and months for routine items to be Scheduled:

<i>Date</i>	<i>Suggested Topics</i>
January Face-to-face <i>Business Practices</i>	<ul style="list-style-type: none"> • Chair Rotation • Agency updates • Review MOU & finalize annual SOP • Update AWFCG membership lists (Appendix A) • Evaluate Committee Liaison's availability and reassign as necessary (Appendix B) • Select/affirm Alaska's Incident Management Team Type 1 (IMT1) Incident Commander (Appendix E) • Discuss mutual support for upcoming project work
February Conference Call	<ul style="list-style-type: none"> • Submitted agenda items
March Conference Call	<ul style="list-style-type: none"> • Submitted agenda items • Operations Committee submits IMT1 membership for approval
April (Face-to-face, optional) <i>Fire Season Preparedness</i>	<ul style="list-style-type: none"> • Agency Updates • Review of current year's management option changes by agency • Prevention and Education Committee messaging • Governor's Proclamation for Prevention and Preparedness and related Community activities • GIS fire perimeter upload update • Predictive Services seasonal assessment, if available • Fuels and Prescribed Fire Projects list • EFF Crew Management Guide updates and changes • Safety Committee: current issues for upcoming season • Interagency Hotshot Crew Preparedness Review
May Conference Call	<ul style="list-style-type: none"> • Predictive Services Seasonal Assessment • Submitted agenda items
June Conference Call	<ul style="list-style-type: none"> • Submitted agenda items
July Conference Call	<ul style="list-style-type: none"> • Address the date that the strategies applied to Modified management option lands change to the same strategies appropriate in Limited. (AIWFMP)) • Submitted agenda items
August <i>Catch All &: Catch Up</i> <i>Long Range Planning</i>	<ul style="list-style-type: none"> • Agency Updates • Review of season to date • Planning for Fall Fire Review
September Conference Call	<ul style="list-style-type: none"> • Finalize agenda for Fall Fire Review • Submitted agenda items

<p>October Face-to-face <i>Fall Fire Review</i></p>	<ul style="list-style-type: none"> • 1/2 day executive session that includes discussions with the Operations Committee on allocation of forces and recruiting for IMT1. • Review AIWFMP • AWFCG Chair reports on previous year accomplishments and announces dates for Committees to present full Committee report to AWFCG. • Short Committee Presentations on accomplishments and issues • Recruit IMT members • Following full meeting schedule additional time for AWFCG members to meet for an After Action Review and to identify action items to assist with determining emphasis areas for the AWFCG during the following year.
<p>November Conference Call</p>	<ul style="list-style-type: none"> • Follow-up on Fall Fire Review items • Current Joint Fire Science Requests for Proposals • Submitted agenda items
<p>December Conference Call</p>	<ul style="list-style-type: none"> • Submitted agenda items

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Appendix D

Responsibilities of Officers, Members, Liaisons, and Groups

<i>Title</i>	<i>Responsibility</i>
AWFCG Chair	<ul style="list-style-type: none"> • Organizing, conducting and ensure the results of meetings are documented. <ul style="list-style-type: none"> ○ Develop meeting agenda 1 week prior to meeting. ○ Address each agenda item during the meeting, identify what the action to be taken is and clearly state the final decision. ○ Approve meeting minutes and ensure distribution. ○ Follow-up on Chair's Action Items i.e. requested endorsements and letters. • Facilitate meetings: <ul style="list-style-type: none"> ○ Acknowledge quorum present. ○ Follow agenda. ○ Manage discussion time. ○ Conduct votes. ○ State decisions or action items to be included in notes. • Invite subject matter experts when needed. • Sign official AWFCG correspondence and provide copy to Recorder. • Keep NMAC Alaska liaison informed of issues and concerns and keep AWFCG members informed of NMAC issues. • Represent the AWFCG and the Alaska Geographic Area at national meetings such as the annual meeting of the NWCG-Geographic Area Coordinating Group Chairs. • Notify Vice-Chair when unavailable.
AWFCG Vice-Chair	<ul style="list-style-type: none"> • Perform the Chair's duties in their absence. • Assist the Chair as requested with assignments. Assist in reviewing draft notes • Succeed the Chair.
AWFCG Recorder	<ul style="list-style-type: none"> • Maintain current AWFCG members and Committee Chairs contact information • Distribute AWFCG meeting agenda 1 week prior to meeting. • Ensure that minutes of meetings are compiled, edited, filed and distributed to AWFCG members and Committee Chairs. • Maintain AWFCG historical records including meeting minutes, MOUs, SOPs, correspondence. • Find a substitute, when necessary.
AWFCG Members	<ul style="list-style-type: none"> • Submit agenda items 1 week prior to meeting; include short synopsis for notes and identified topic as 1) information; 2) discussion; or 3) action. • Come to meeting prepared to discuss agenda items and having read materials distributed. • When presenting, bring adequate hard copies of materials; one copy for Recorder's files. • Represent your agency/organization position/issues/concerns/needs orally or in writing. • Be respectful of other members' positions. • Participate actively in meetings and projects. • Complete and report on assigned projects or tasks. • Serve, in turn, as Chair and Vice and provide support to those positions. • Brief alternate if unable to attend, if possible. • Keep your agency or organization informed of: <ul style="list-style-type: none"> ○ AWFCG proceedings and decisions. ○ committee activities and projects. • Oversee the implementation of AWFCG and committee approved recommendations or decision within your agency/organization. • Ensure your agency's representation and participation on Committees and Work/Task Groups, as appropriate to the subject.

	<ul style="list-style-type: none"> • Assign projects to Committees and Groups as appropriate and with due dates. • Act upon recommendations of Committees and Groups
Committee Liaison	<ul style="list-style-type: none"> • Communicate objectives and directions established by AWFCG. • Inform Committee of tasks assigned by AWFCG and follow-up on Due Dates. • Actively participate in Committee meeting as an Advisor. • Facilitate Committee presentations to AWFCG. • Facilitates inter-Committee communication.
Committees & Groups	<ul style="list-style-type: none"> • Establish a Chair or, for Groups, designate a Lead. • Reviewed the committee charter annually and propose any changes or additions to a Committee charter to AWFCG for consideration and approval. • Actively address assignments submitted by AWFCG but should not hesitate to tell AWFCG if they feel unable to complete the task for whatever reason. • Meet due dates. • Identify committee related issues and projects and develop a work plan to address them. • Track accomplishments and action items. • Appoint task/work groups to assist with issues/projects within the Committee, as needed. • Solicit subject matter expertise, when needed, from AWFCG member and non-member entities • Recommend policy, direction or guidelines to AWFCG. • Recommend tasks for other AWFCG committees and groups to the AWFCG as an action item
Committee & Group Chairs/Leads	<ul style="list-style-type: none"> • Maintain current membership list and contact information for committee members and any groups established by the committee. • Keep AWFCG apprised of Committee membership, membership issues and request member-agency participation as appropriate on the committee or a committee task group. • Organizing, conducting and ensure the results of meetings are documented. <ul style="list-style-type: none"> ○ Develop meeting agenda 1 week prior to meeting. ○ During the meeting, for each agenda item, identify what the action to be taken is and clearly state the final decision. ○ Ensure the minutes of the Committee meetings are taken, approved and mailed to the AWFCG Recorder and Committee members. • Keep the historic records of Committee activities and meeting minutes and passed on to each new Committee chair. • Facilitate the timely completion of tasks assigned by AWFCG. • Submit agenda item to AWFCG Chair/Recorder 1 week prior to routine conference call or quarterly meeting, whenever warranted, to present a committee issue/concern or to report on an assignment findings/resolution/alternatives. • Present at one AWFCG meeting annually and present a Committee report, both orally and in writing outlining issues, work accomplished and work planned. • Represent the Committee and present at Fall Fire Review annual accomplishments and issues.

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Appendix E

Alaska Incident Management Teams Model and Process

The following procedures for the Alaska Incident Management Teams (Type 1 and Type 2 configuration) were approved by the AWFCG in May 2014. These procedures with the annual due dates are posted on the Alaska Interagency Coordination Center website under Logistics and Dispatch, Overhead.

Alaska IMT Model

The Alaska Incident Management Teams (IMTs) are managed by the Alaska Wildland Fire Coordinating Group (AWFCG). The Alaska Operations Committee has been chartered by AWFCG to provide recommendations regarding IMT management and to oversee the IMT recruitment and selection process.

Preseason

Each year, IMT applications will be solicited from employees of Federal, State and local agencies as well as from AD and EFF personnel through the Incident Command Application System (ICAP). All applicants (Type 1 & Type 2) apply to positions in the Alaska IMT Pool. Fully Qualified Incident Commander applications will be due by September 1; all other applications, including IC trainee and all other trainees, will be due by October 15.

Incident Commanders for two Type 2 rotations and one Type 1 rotation and any alternates will be selected by the Operations Committee and approved by AWFCG by October 15:

Command and General Staff (C&G) positions for the three IMTs will be selected by the Operations Committee and Incident Commanders, and approved by AWFCG by January 1.

- Alaska Type 1 Rotation (12 Positions)
- Alaska Type 2 Black Rotation (9 Positions)
- Alaska Type 2 Green Rotation (9 Positions)

Non-selected Primary applicants and all Share/Alternate applicants will be placed in position pools and be considered as alternates for the rotations. Primary members of one IMT may serve as alternates for another team with Incident Commander (IC) approval. All selected and pooled applicants will be considered members of the Alaska IMT and will be included in the IMT contact list for the duration of the season.

ICs may fill any C&G positions without a selected Primary applicant from the applicant pool on a rotation-by-rotation basis until a Primary is selected. Other Geographic Area Coordination Centers

(GACCs) may be contacted to seek short-term assistance for filling these positions; however, in-State recruitment and training opportunities will be prioritized by the Operations Committee and the IMT to reduce the need for future out-of-GACC outreach.

Selected C&G Primaries will assume responsibility for conducting and coordinating between-assignment IMT business under the direction of the ICs, including:

- Organizing the spring IMT meeting.
- Coordinating refurbishment of Section kits, supplies and equipment.
- Updating IMT Standard Operating Guidelines (SOG).
- Maintaining Section contacts.
- Maintaining communication with Section participants
- Developing IMT training priorities and successional plans for their Section to be considered in the Interagency Allocation of Forces process.
- Developing rotation rosters.

Fully qualified Primary and Share/Alternate applicants for Unit Leader and other IMT positions will be placed in position pools available to each of the three rotations. These applicants will not receive pre-season prioritization; however, it is the intent of the Operations Committee that priority will be given to Alaskan applicants during each rotation.

The Operations Committee, ICs, and Section Chiefs will prioritize trainee positions by March 1 based on:

- Employment status
- Individual agency priorities and the Interagency Allocation of Forces (when complete)
- IMT priorities and successional plans
- History of availability and performance
- Progress towards meeting task book requirements

Six trainees and six mentees will be identified for the Type 1 rotation and will be paired with trainers/mentors, as allowed for by the NIFC Multi-Agency Coordinating Group (NMAC) and the National Interagency Mobilization Guide. All trainees and mentees will be placed in prioritized trainee pools available to all rotations.

Fire Season Rotations

Type 2

Fourteen-day Type 2 IMT rotations will begin the 2nd Tuesday in April. On the Monday prior to the start of the first Type 2 rotation, the Alaska Interagency Coordination Center (AICC) will distribute an availability query to all IMT applicants. Using the pool selection process documented below, the IC and C&G will identify IMT candidates for a Type 2 deployment and develop a tentative roster. AICC will post tentative rosters on each rotation. Upon receiving an order, ICs will negotiate with the receiving Agency to finalize a roster based on incident complexity and requirements. Availability queries will continue to be distributed semi-weekly until September 1 (or until AWFCG determines the Alaska fire season has ended).

Type 1

The Type 1 IMT will rotate according to the National rotation list. One week prior to the Type 1 IMT's scheduled rotation into the #3 position, AICC will distribute an availability query to all IMT applicants. Using the pool selection process documented below, the IC and C&G will identify IMT candidates for a Type 2 deployment and develop a tentative roster. AICC will post tentative rosters on each rotation. Upon receiving an order, ICs will negotiate with the receiving Agency to finalize a roster based on incident complexity and requirements.

IMT Stand-downs

Unless explicitly stood-down, the Alaska IMTs will be considered to be in available for assignment. IMTs may be stood down for a variety of reasons including:

- Tentative rosters missing key positions.
- Alaska fire activity level precludes deployment of the Type 1 IMT on an out-of-state incident.

Stand-up/stand-down recommendations may be initiated by ICs, the Operations Committee, AWFCG, or the Alaska Multi-Agency Coordination Group (AMAC).

At Statewide Preparedness Levels 3 and below, the final stand-up/stand-down decision will be made by AWFCG. The Alaska Interagency Coordinating Center (AICC) Manager will be responsible for notifying ICs, the Operations Committee, and the NMAC.

At Preparedness Level 4 and 5, with AMAC active, the AMAC will make this decision. The AMAC Chair will be responsible for notifying ICs, the Operations Committee, and the NMAC)

Pool Selection Process

A single availability query will be distributed via email to all current IMT applicants 7 days prior to the beginning of each rotation and any time the Alaska Type 1 IMT reaches the #3 position on the National

Rotation. Recipients will be asked to respond whether they are available or unavailable, with room provided for comments, and constraints.

Four days prior to the start of the rotation the IC and C&G will work with AICC as rostering officials to develop tentative Type 1 & Type 2 rosters. Selections will be made at the discretion of the rostering officials; however, it is the intent of AWFCG and the Operations Committee that the following criteria will be considered in all selections:

- The development and use of Alaskan resources must be a high priority for the IMT. Out of GACC resources may be necessary for filling temporary or long-term gaps in the organization, but whenever possible Alaskans should be considered for fully qualified and trainee positions.
- Trainee selections should be based on Operations Committee priorities and/or Interagency Allocation of Forces. Focus should be placed on developing Alaskans for advancement within the IMT, especially toward critical positions.
- **Documented** performance history should be considered.
- AWFCG priorities are as follows:
 1. Prioritized individuals (based on Operations Committee recommendations and/or Interagency Allocation of Forces)
 2. Alaska Agency (AWFCG members).
 3. Alaska Assisting Agency (non-AWFCG Alaska agencies)
 4. Alaska AD/EFF
 5. Non-Alaska Agency
 6. Non-Alaska AD/EFF
- Every effort should be made to include as many 'Available' Alaskan respondents as possible in a given roster.
- In order to help broaden the IMT's experience base, available Alaskan respondents that are not regular IMT participants should be given opportunities to mobilize with the IMTs whenever possible.
- Efforts to fill positions should not be limited by availability query responses. The query is a tool for rostering officials, but when there are no available respondents, or no available Alaskan respondents, other outreach methods are acceptable.

AICC will publish tentative rosters on the AICC website prior to the start of the rotation.

IMT Mobilization

The IC and C&G members will be notified by AICC that a resource order is pending and will develop a final roster for mobilization. The IC will negotiate positions beyond the ordered Short or Long Team configurations with the receiving agency as needed. The roster will be scaled to match incident complexity specifications identified in the resource order. Every effort will be made to carry a full complement of six trainees and six mentees on every Type 1 deployment and a trainee for each C&G member on each Type 2 deployment.

Whenever possible, the IMT should continue to use the pool selection process to name request additional IMT resources throughout the assignment (unless the ordering agency or GACC will not honor name requests.) All IMT supervisors are responsible for documenting performance issues that may affect future rostering choices.

Post Season

Each fall, the Operations Committee will conduct a post-season IMT analysis that includes the following:

- IMT performance analysis (based on in-State and out-of-State performance documentation)
- Update of Interagency Allocation of Forces
- Position Gaps analysis
- Trainee analysis
- Recruitment plan
- Procedural AAR
- Applicant Survey
- Revise & publish Recruitment/Application/Selection Process as necessary
- IMT SOG update (ICs & C&G)

ALASKA WILDLAND FIRE COORDINATING
GROUP STANDARD OPERATING PROCEDURES

Appendix F

Task Order System for the Committees

The AWFCG has agreed to use a Task Order System to assign tasks to Committees and Task Groups. For each task, a letter describing the task, expectations and due dates will be composed by the Chair. The letter will be sent to the Committee or Task Group Chair and a copy sent to the AWFCG liaison for the group. Each task will be controlled by a tracking number. For example, EX: 0808-02 would be task number 02 in the month of August 2008. An example is provided below.

To: Peter Butteri, Chair, Operations Working Team August 11, 2008
From: Steve Heppner, Chair
Subject: Proposal to consolidate Incident Management Team Coordination
Task Order 0808-02

AWFCG tasks the Operations Committee to draft a letter for the AWFCG to send to the Geographic Team Management Boards to open up a dialog with them about partnering in the management of Type 2 IMT's. The letter should clearly state why the AWFCG is interested in opening this communication. Some expected potential improvements or efficiencies that could be expected from this effort are:

- Better coordination among teams would help to maintain capacity.
- Increasing integration and coordination across all teams and both states by creating a link between the divergent Geographic Team Management boards.
- Facilitate team size and adaptability to potentially manage suppression, all-hazard and fire-use incidents.
- Provide an opportunity to look at increased efficiencies in the areas of team and team member need analysis and succession planning.

As part of this task, the Operations Committee should make contact with Coordinating Groups in other Geographic Areas to determine what their relationships are with local Geographic Team Management Boards and Type 2 teams. The Operations Committee should report back to the AWFCG with this draft letter and a summary of the information received from the various Geographic Area Coordinating Groups in November of 2008.

Please coordinate with your AWFCG Liaison if you have questions.

Sincerely,

/s/AWFCG Chair

CC: Committee/Task Group Liaison

