

ALASKA WILDLAND FIRE COORDINATING GROUP
STANDARD OPERATING PROCEDURES
2021

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, direction 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 agency’s 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:

- Bureau of Indian Affairs
- Bureau of Land Management
- Association of Village Council Presidents
- U.S. Fish and Wildlife Service
- Tanana Chiefs Conference
- National Park Service Chair 2021
- Chugachmiut Vice-Chair 2021
- Alaska Department of Fish and Game
- U.S. Forest Service
- Alaska Department of Natural Resources

The Chair will designate a representative to the Coordinating Group Advisory Council (CGAC) and will attend the annual National Multiagency Coordinating Group/ Geographic Multiagency Coordinating Group (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 welcome 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. (2019 charter)
Fire Danger Operating Plan	Provides for collaborative interagency direction for assessing and responding to statewide fire danger and connects Alaska to the national framework. (2019 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. (2014 charter)
Fuels Management	Provide a focal point for statewide collaboration and coordination of community risk assessment, rural fire and volunteer fire department assistance programs, fuels treatment projects, prescribed burning activities, and encourage community participation. (2021 charter)
Fire Invasive Species	Provide awareness of invasive species issues and provide for a collaborative approach to prevent and mitigate and spread of invasive species. (2020 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 (EFF) 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 Vice Chair and a member of the Statewide MAC Group. The Alaska Interagency Coordination Center (AICC) Manager serves as the MAC Coordinator until Preparedness Level 4 is attained and a MAC Coordinator will be resource ordered to assist the MAC Group. 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 <https://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 <https://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, 2022 at which time it will be subject to review, update and renewal.

XIII. APPROVAL

For the State of Alaska:

DocuSigned by:

392C90D90075477...
Molly Birnbaum
Date 2/1/2021

Department of Environmental Conservation
DocuSigned by:

C87F71F67052424...
Sue Rodman
Date 2/1/2021

Department of Fish and Game
DocuSigned by:
Tim Dabney
4A22EA48237F41D...
Date 2/1/2021

Tim Dabney
Date 2/1/2021
Department of Natural Resources

For the U.S. Department of the Interior:

DocuSigned by:
Tom St. Clair
1FEB2B919F9B499...
Tom St. Clair
Date 2/1/2021

Bureau of Indian Affairs
DocuSigned by:
Kent Slaughter
8F823404691F4CC...
Kent Slaughter
Date 2/3/2021

Bureau of Land Management
DocuSigned by:

E8F60EE6251A491...
Robert Narus
Date 2/4/2021

U.S. Fish & Wildlife Service
DocuSigned by:

C1D1C06A71B14AA...
Charles Russell
Date 2/4/2021

National Park Service


For the U.S. Department of Agriculture:

DocuSigned by:
Bobette Rowe
69EE53A4ABA7461...
Bobette Rowe
Date 2/4/2021

U.S. Forest Service

For Alaska Natives:

DocuSigned by:
Paige Jones
C348BA61911143A...
Paige Jones
Date 2/16/2021

Association of Village Council Presidents
DocuSigned by:

77C66D29BA1C46F...
Charlie Sink
Date 2/16/2021

Chugachmiut
DocuSigned by:

582C113A86BF441...
Clinton Northway
Date 2/18/2021

Tanana Chiefs Conference

Appendices

- A. AWFCG Membership and Principal 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 2021: 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.

2021 Officers

Chair: Charles Russell

Vice-Chair: Charles Sink

Recorder: Katrina Grates

2021 Voting Membership

Agency	Member	Alternate
AK Dept. of Fish & Game (ADF&G)	Sue Rodman	Tom Paragi
AK Dept. of Natural Resources (ADNR)	Tim Dabney	Norm McDonald
Association of Village Council Presidents (AVCP)	Paige Jones	Jennifer Hooper
Bureau of Indian Affairs (BIA)	Tom St.Clair	Keith Kahklen
Bureau of Land Management (BLM)	Kent Slaughter	Kyle Cowan
Chugachmiut	Charlie Sink	Nathan Lojewski
National Park Service (NPS)	Charles Russell	Jennifer Barnes
Tanana Chiefs Conference (TCC)	Clinton Northway	Will Putman
United States Forest Service (USFS)	Bobette Rowe	Mark Cahur
United States Fish & Wildlife Service (USFWS)	Robert Narus	Peter Butteri

2021 Ad Hoc Membership

Agency	Member	Alternate
AK Dept. of Environmental Conservation (ADEC)	Molly Birnbaum	Paul Goodfellow

National Liaison

National Multi-Agency Coordinating Group Liaison	Shane McDonald, USFWS Deputy Chief-Operations, Branch of Fire Management
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Appendix B

Committees, Chairs and AWFCG Liaison

AIR QUALITY & SMOKE MANAGEMENT COMMITTEE

Chair: Molly Birnbaum

AWFCG Liaison: Molly Birnbaum

FIRE DANGER OPERATING PLAN COMMITTEE

Chair: Chris Moore

AWFCG Liaison: Bobette Rowe

FIRE RESEARCH DEVELOPMENT & APPLICATION COMMITTEE

Chair: Mike Butteri

AWFCG Liaison: Paige Jones

FIRE TRAINING AND QUALIFICATIONS COMMITTEE

Chair: Amy Skraba

AWFCG Liaison: Robert Narus

FIRE WEATHER COMMITTEE

Chair: Heidi Strader

AWFCG Liaison: Tom St. Clair

GIS COMMITTEE

Chair: Jenifer Jenkins

AWFCG Liaison: Tim Dabney

OPERATIONS COMMITTEE

Chair: Jake Dollard

AWFCG Liaison: Chuck Russell

SAFETY AND HEALTH COMMITTEE

Chair: __Vacant__

AWFCG Liaison: Kent Slaughter

WILDLAND FIRE EDUCATION AND PREVENTION COMMITTEE

Chair: Sue Rodman

AWFCG Liaison: Sue Rodman

FIRE MODELING AND ANALYSIS COMMITTEE

Chair: Larry Weddle

AWFCG Liaison: Nathan Lojewski

FIRE INVASIVE SPECIES COMMITTEE

Chair: Lisa Saperstein

AWFCG Liaison: Sue Rodman

FUELS MANAGEMENT COMMITTEE

Chair: Mark Cahur

AWFCG Liaison: Tom St. Clair

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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 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 • MAC group exercise this month
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
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 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

- 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:
 - 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.
- 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 one week prior to routine conference call or quarterly meeting, whenever warranted, to present a committee issue/concern or to report on an assignment findings, resolutions, and 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 2019. These procedures with the annual due dates are posted on the Alaska Interagency Coordination Center website under Logistics and Dispatch, Overhead.

Alaska IMT Program Overview

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. The intent of the program is to provide Type 1 and Type 2 IMT capability within the state during the Alaska fire season.

Beginning in mid-April and throughout the Alaska fire season, two Type 2 IMTs will rotate for in-State assignments. Standing Command and General Staff (C&G) positions for both teams (Black & Green) will be filled without overlap and to the extent possible with Type 2 Primary applicants. Where gaps exist, the Black Team will fill the vacancy with Type 1 qualified personnel. The Green C&G will not include Type 1 qualified personnel. Below the C&G level, pooled positions are acceptable; however, the goal is to fill all IMT positions with primary members or share groups. Type 1 and 2 IMT composition will generally align with NMAC memo 2016-11. Substitutions may be negotiated with ordering units.

If needed, the Black Team will be capable of flexing to a Type 1 configuration with the addition of the following positions: two SOF1, PIO1, LOFR, two OSC1, and LSC1¹. The addition of these positions will not affect the Green Team C&G. Excess Black Type 2 C&G can be absorbed into the Type 1 organization as trainees or can fill other gaps as needed. The remaining Type 2 Black roster remains intact and simply flexes into the Type 1 organization.

If a Type 1 order is received during the Green rotation, there are two options, depending on the off-rotation availability of the Type1 C&G:

1. Swap out the Green C&G and replace it with the Black Type 1 Flex C&G. The remaining Type 2 Green roster remains intact and simply flexes into the Type 1 organization. The Green C&G remains available and develops another complete roster.
2. Order a Type 1 IMT from the national rotation. The Green Team remains available, and the Black Team is available for the next rotation.

¹ Reference: NWCG Standards for Wildland Fire Position Qualifications, PMS 310-1

Preseason Process

Each year, IMT applications will be solicited from employees of Federal, State and local agencies as well as from Administratively Determined (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. The ICAP applicant pool will remain open year-round; however, in order to be considered during the primary selection process, Fully Qualified Incident Commander applications will be due by October 1 and all other applications will be due by January 15.

AWFCG member agencies will support the Alaska IMT program by prioritizing their employees' applications and availability to Alaska IMTs over IMTs from other GACCs unless there are specific reasons for not doing so.

Primary Incident Commanders will be selected by the Operations Committee and approved by AWFCG by October 15 for the next fire season. Alternate Incident Commanders will also be approved by AWFCG.

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

The IMT C&G will select additional primary members for each of the IMTs prior to March 1.

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.

In the event a primary C&G position remains vacant, AWFCG may approve the use of alternates if there is a clear plan to mentor trainees to fill the vacant slot. 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.

It is the intent of the Operations Committee that the priorities for primary, alternate and trainee applications 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

Trainees will additionally be prioritized based on the Alaska Priority Trainee Program.

Trainees will not be assigned to individual IMTs but will be placed in prioritized trainee pools available to all rotations.

Documented performance history should be considered in all selections.

Fire Season Rotations

Type 2

Fourteen-day in-State Type 2 IMT rotations will begin mid-April on a date determined by AWFCG during their March meeting. All rotations will begin on a Wednesday, in order to minimize weekend rostering issues. The IMT will submit a rotation roster to the AICC overhead desk by 0800 on the day prior to the start of the rotation and will keep AICC informed of any changes during the two-week rotation. A single point of contact between the IMT and AICC will be identified for each rotation.

AICC will build rosters in IROC for each rotation and the IMT will post them on the AICC Overhead/Teams webpage. Upon receiving an order, ICs will negotiate with the receiving Agency to finalize a roster based on incident complexity and requirements.

Representatives from the IMT, AICC, and the Ops Committee will meet weekly throughout the season. The meetings will help all parties maintain a common operating picture, provide a forum for discussing fire potential and priorities, and for resolving rostering, rotation, and mobilization issues.

Type 1

During the Alaska fire season, a Type 1 roster framework will be built in ROSS by AICC in order to facilitate the flex-up option for the Black Team. This roster will remain inactive unless a Type 1 order is placed within the State.

The Type 1 IMT will hold a single slot on the National rotation and will rotate accordingly. During the Alaska fire season, the Type 1 IMT will be made unavailable for out of GACC assignments and will be listed as Unavailable on the National rotation. The Operations Committee will recommend and AWFCG will approve dates for the Type 1 IMT to be made available nationally. The Operations Committee will notify the IC of changes to availability. Typically, national availability will begin around the AIWFMP Modified Conversion Date.

Once the Type 1 IMT is available nationally, AICC will notify the IC whenever the IMT moves into the number four position on the National rotation. The IMT will provide AICC with a roster prior to the Team reaching the number two position. A single point of contact between the IMT and AICC will be identified. Upon receiving an order, ICs will negotiate with the receiving Agency to finalize a roster based on incident complexity and requirements.

IMT Unavailability Periods

IMTs may be made unavailable for a variety of reasons including:

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

Availability/unavailability 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 availability/unavailability decision will be made by AWFCG and communicated to AICC. The Alaska Interagency Coordinating Center (AICC) Manager will be responsible for notifying ICs, the Operations Committee, and the NMAC (for the Type 1 Team).

At Preparedness Level 4 and 5, with AMAC active, the AMAC will make this decision and notify AICC.

IMT Mobilization

AICC will notify the IC and rostering point of contact when an IMT resource request has been placed to AICC. The IMT will confirm their roster and the IC will negotiate positions beyond the ordered Short or Long Team configuration with the receiving unit roster based on incident complexity and requirements. Every effort will be made to carry a full complement of trainees on every mobilization.

Post Season

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

- Revise & publish Recruitment/Application/Selection Process as necessary
- IMT performance analysis (based on in-state and out-of-state performance documentation)
- Update of Interagency Allocation of Forces
- Position Gaps Analysis and Recruitment Plan
- Trainee analysis
- Procedural AAR

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

Certificate Of Completion

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Status: Completed

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Source Envelope:

Document Pages: 21

Signatures: 11

Envelope Originator:

Certificate Pages: 6

Initials: 0

Sue Rodman

AutoNav: Enabled

PO Box 110206

Envelopeld Stamping: Disabled

Juneau, AK 99811

Time Zone: (UTC-09:00) Alaska

sue.rodman@alaska.gov

IP Address: 165.225.50.207

Record Tracking

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Holder: Sue Rodman

Location: DocuSign

2/1/2021 8:34:19 AM

sue.rodman@alaska.gov

Security Appliance Status: Connected

Pool: StateLocal

Storage Appliance Status: Connected

Pool: State of Alaska

Location: DocuSign

Signer Events

Signature

Timestamp

Sue Rodman

sue.rodman@alaska.gov

State of Alaska

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Company Name: State of Alaska

Molly Birnbaum

molly.birnbaum@alaska.gov

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(None)

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Molly Birnbaum
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Company Name: State of Alaska

Tim Dabney

tim.dabney@alaska.gov

Security Level: Email, Account Authentication
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Company Name: State of Alaska

Signer Events

Tom St. Clair
thomas.stclair@bia.gov
Security Level: Email, Account Authentication
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Signature

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Tom St. Clair
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Company Name: State of Alaska

Kent Slaughter
kslaught@blm.gov
Security Level: Email, Account Authentication
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Kent Slaughter
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Company Name: State of Alaska

Robert Narus
robert_narus@fws.gov
Security Level: Email, Account Authentication
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Robert Narus
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Company Name: State of Alaska

Chuck Russell
charles_russell@nps.gov
Security Level: Email, Account Authentication
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Chuck Russell
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Company Name: State of Alaska

Bobette Rowe
bobette.rowe@usda.gov
Security Level: Email, Account Authentication
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Company Name: State of Alaska

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Paige Jones
 pjones@avcp.org
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Charlie Sink
 charlie@chugachmiut.org
 Security Level: Email, Account Authentication
 (None)

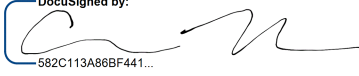
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 Company Name: State of Alaska

Clinton Northway
 clinton.northway@tanachiefs.org
 Security Level: Email, Account Authentication
 (None)

DocuSigned by:

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 Using IP Address: 166.137.163.51

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 Company Name: State of Alaska

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Notary Events	Signature	Timestamp
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Payment Events	Status	Timestamps
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ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

Please read this Electronic Records and Signature Disclosure (ERSD). It concerns your rights regarding electronically undertaking, and the conditions under which you and the State of Alaska agree to electronically undertake, the transaction to which it relates (the “TRANSACTION”).

Consent to Electronically Undertake the TRANSACTION

You can electronically undertake the TRANSACTION only if you confirm that you meet the following requirements by selecting the box next to “I agree to use electronic records and signature” (the “AGREE BOX”):

1. you can fully access and have read this ERSD;
2. you can fully access all of the information in the other TRANSACTION records;
3. you can retain all of the TRANSACTION records in a form that you will be able to fully access for later reference;
4. you consent to undertake the TRANSACTION electronically; and
5. you are authorized to undertake the TRANSACTION. (Please note that falsely undertaking the TRANSACTION may subject you to civil liabilities and penalties and/or to criminal penalties.)

If you cannot or are not willing to confirm each of these five things, do not select the AGREE BOX.

Withdrawing Consent

If you select the AGREE BOX, you can withdraw your consent to electronically undertake the TRANSACTION at any time before you complete the TRANSACTION: simply do not finalize it. The only consequence of withdrawing your consent is that you will not finalize the TRANSACTION.

If you select the AGREE BOX, your consent will apply only to this TRANSACTION. You must separately consent to electronically undertake any other transaction with the State of Alaska.

Paper Option for Undertaking the TRANSACTION

You may undertake the TRANSACTION with the State of Alaska using paper records. (State of Alaska employees who want to undertake the TRANSACTION in paper should contact the agency responsible for the TRANSACTION.) Print the paper records on the website of the State of Alaska agency responsible for the TRANSACTION, or request them from the agency. The State of Alaska homepage is at <http://alaska.gov/>.

Copies of TRANSACTION Records

After completing the TRANSACTION but before closing your web browser, you should download the TRANSACTION records. Or you can download the records within 30 days after

completing the TRANSACTION using the link in the DocuSign email sent to the email address you used to complete the TRANSACTION. The State of Alaska will not provide a paper copy of the TRANSACTION records as part of the TRANSACTION. Under the Alaska Public Records Act (APRA), AS 40.25.100–.295, you can request a copy from the agency responsible for the TRANSACTION, but if too much time has passed, the agency may no longer have the records when you make your request. If required under the APRA, the agency will charge a fee.

Required Hardware and Software

For the minimum system requirements to electronically undertake the TRANSACTION, including accessing and thereby retaining the TRANSACTION records, visit <https://support.docusign.com/guides/signer-guide-signing-system-requirements>. These requirements may change. In addition, you need access to an email account.

How to Contact the State of Alaska

To ask a question on this ERSD or the DocuSign document generated after you complete the TRANSACTION or on using DocuSign to electronically undertake the TRANSACTION, contact the Alaska Department of Administration at either of the following addresses:

State of Alaska
Department of Administration
550 West 7th Avenue
Suite 1970
Anchorage, AK 99501
Reference: DocuSign

doa.commissioner@alaska.gov
Subject: DocuSign

To ask any other question on the TRANSACTION records or to update the information for contacting you electronically, contact the State of Alaska agency responsible for the TRANSACTION using the contact information in the TRANSACTION records or, if those records contain no contact information, using the contact information on the agency's website. Again, the State of Alaska homepage is at <http://alaska.gov/>.