

**ALASKA WILDLAND FIRE COORDINATING GROUP  
STANDARD OPERATING PROCEDURES**

**2025**

**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 AWFGC 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 December 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	Chair 2025
Bureau of Land Management	Vice Chair 2025
Association of Village Council Presidents	
U.S. Fish and Wildlife Service	
Tanana Chiefs Conference	
National Park Service	
Chugachmiut	
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 is encouraged to attend the annual National Multiagency Coordinating Group/ Geographic Multiagency Coordinating Group (NMAC/ GMAC) annual meeting in Boise. It is understood that the Chair and Vice-Chair 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 coopererator 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. Liaisons are AWFCG members or alternate members. 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)
Data Management	Provide an interagency forum for the development and use of data and applications. Maintain consistency where possible with National data sources, standards, applications, and processes while ensuring that Alaska's needs are met. (2022 charter)
Dispatch	Provide a forum for communication among dispatch centers, support recruitment and retention of dispatchers, provide training, support national committees, and integrate with fire support functions. (2022 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)
Health and Wellness	Provide direction and collaborative interagency direction for Firefighter Mental Health and Wellness in Alaska and updates on national direction and guidance. (2025 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)
Incident Business	Develop and coordinate business management policy and procedures within interagency standards. (2023 charter)
Operations	Provide an interagency approach to the operational activities and issues in fire management for the Alaska Geographic Region. (2022 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)
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D. Task and Working Groups

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

<b><i>Task Group</i></b>	<b><i>Sponsor</i></b>	<b><i>Due Date</i></b>
Wildland Fire Decision Support System	AWFCG	Ongoing
Geographic Area Editors		
Prescribed Fire	AWFCG FMC	
Suppression Difficulty Index (SDI)	AWFCG FMAC	

<b><i>Working Group</i></b>	<b><i>Sponsor</i></b>
Crew Management	Operations
Unmanned Aircraft Systems (UAS)	Operations; Fire Research, Development and Applications
Hand Crew Needs Analysis	Operations

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 have delegated authority by their respective agency:

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

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>. The MAC Group may be convened for local or regional issues. Representatives for local/regional MAC Groups will be designated by involved organizations as needed. Leadership and coordination for this group are delineated in the Handbook.

## 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 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, 2025, at which time it will be subject to review, update and renewal.

### XIII. APPROVAL

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Morgan Frank, Department of Environmental Conservation

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Sue Rodman, Department of Fish and Game

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Norm McDonald, Department of Natural Resources

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Tom St. Clair, Bureau of Indian Affairs

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Kyle Cowan, Bureau of Land Management

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Jeff Bouschor, U.S. Fish & Wildlife Service

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Kelly Kane, National Park Service

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Tyler Anderson, U.S. Forest Service

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Jennifer Hooper, Association of Village Council Presidents

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Charlie Sink, Chugachmiut

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Clinton Northway, Tanana Chiefs Conference

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Michael Keenan, Matanuska – Susitna Borough Emergency Services



## **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 Team Program*
- F. Task Order System for the Committees with Example (AWFCG decision 01/07/2009)*

ALASKA WILDLAND FIRE COORDINATING GROUP  
STANDARD OPERATING PROCEDURES

*Appendix A AWFCG*

*Membership and Principal Contacts*

The following list the AWFCG membership for 2023: 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.

*2025 Officers*

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*Chair: Tom St. Clair*

*Vice-Chair: Kyle Cowan*

*Recorder: Linda Schauwecker*

*2024 Voting Membership*

Agency	Member	Alternate
AK Dept. of Fish & Game (ADF&G)	Sue Rodman	John Wagoner
AK Dept. of Natural Resources (ADNR)	Norm McDonald	Darren Finley
Association of Village Council Presidents (AVCP)	Jennifer Hooper	
Bureau of Indian Affairs (BIA)	Tom St. Clair	Chris Friar
Bureau of Land Management (BLM)	Kyle Cowan	Jake Dollard
Chugachmiut	Charlie Sink	Nathan Lojewski
National Park Service (NPS)	Kelly Kane	Abe Davis
Tanana Chiefs Conference (TCC)	Clinton Northway	Jolene Bante
United States Forest Service (USFS)	Tyler Anderson	Edward Hiatt
United States Fish & Wildlife Service (USFWS)	Jeff Bouschor	Brad Reed

*2024 Ad Hoc Membership*

Agency	Member	Alternate
AK Dept. of Environmental Conservation (ADEC)	Morgan Frank	Taylor Borgfeldt
Alaska Fire Chiefs	Michael Keenan	

*National Liaison*

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National Multi-Agency Coordinating Group Liaison	Shane McDonald, USFWS Deputy Chief-Operations, Branch of Fire Management
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ALASKA WILDLAND FIRE COORDINATING GROUP  
STANDARD OPERATING PROCEDURES

*Appendix B*

*Committees, Chairs and AWFCG Liaison*

AIR QUALITY & SMOKE MANAGEMENT COMMITTEE

*Chair: Morgan Frank*

*AWFCG Liaison: Morgan Frank*

FIRE DANGER COMMITTEE

*Chair: Jennifer Hrobak*

*AWFCG Liaison: Brad Reed*

FIRE RESEARCH DEVELOPMENT & APPLICATION COMMITTEE

*Chair: Jennifer McMillan*

*AWFCG Liaison: Darren Finley*

FIRE TRAINING AND QUALIFICATIONS COMMITTEE

*Chair: Amy Skraba*

*AWFCG Liaison: Clinton Northway*

FIRE WEATHER COMMITTEE

*Chair: Heidi Strader*

*AWFCG Liaison: Ed Sanford*

DATA MANAGEMENT COMMITTEE

*Chair: Teresa Rose*

*AWFCG Liaison: Kyle Cowan*

OPERATIONS COMMITTEE

*Chair: Jake Livingston*

*AWFCG Liaison: Tyler Anderson*

SAFETY AND HEALTH COMMITTEE

*Chair: Cal Maki*

*AWFCG Liaison: Jake Dollard*

WILDLAND FIRE EDUCATION AND PREVENTION COMMITTEE

*Chair: Lily Coyle*

*AWFCG Liaison: Abe Davis*

FIRE MODELING AND ANALYSIS COMMITTEE

*Chair: Lisa Saperstien*

*AWFCG Liaison: Nathan Lojewski*

FIRE INVASIVE SPECIES COMMITTEE

*Chair: Eric Miller*

*AWFCG Liaison: Sue Rodman*

FUELS MANAGEMENT COMMITTEE

*Chair: Chris Friar*

*AWFCG Liaison: Tom St. Clair*

DISPATCH COMMITTEE

*Chair: Amber Sunderland*

*AWFCG Liaison: Kelly Kane*

FIREFIGHTER HEALTH AND WELLNESS COMMITTEE

*Chair: Erica Tresham*

*AWFCG Liaison: Norm McDonald*

INCIDENT BUSINESS MANAGEMENT COMMITTEE

*Chair: Veronika Klukas*

*AWFCG Liaison: Charlie Sink*

ALASKA WILDLAND FIRE COORDINATING  
GROUP STANDARD OPERATING PROCEDURES

*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"> <li>• Agency updates</li> <li>• Review MOU &amp; finalize Annual SOP</li> <li>• Update AWFCG membership lists (Appendix A)</li> <li>• Evaluate Committee Liaison's availability and reassign as necessary (Appendix B)</li> <li>• Discuss mutual support for upcoming project work</li> </ul>
February Conference Call	<ul style="list-style-type: none"> <li>• Submitted agenda items</li> </ul>
March Conference Call	<ul style="list-style-type: none"> <li>• Submitted agenda items</li> <li>• Review agenda for Spring Ops (submitted by Operations Committee)</li> <li>• Operations Committee submits IMT rosters for approval</li> <li>• MAC group exercise this month</li> </ul>
March Face-to-Face during Spring Operations meeting	<ul style="list-style-type: none"> <li>• Joint meeting with Ops and ICs</li> </ul>
April Conference Call <i>Fire Season Preparedness</i>	<ul style="list-style-type: none"> <li>• Agency Updates</li> <li>• Review of current year's management option changes by agency</li> <li>• Prevention and Education Committee messaging</li> <li>• Governor's Proclamation for Prevention and Preparedness and related Community activities</li> <li>• GIS fire perimeter upload update</li> <li>• Predictive Services seasonal assessment, if available</li> <li>• Fuels and Prescribed Fire Projects list</li> <li>• EFF Crew Management Guide updates and changes</li> <li>• Safety Committee: current issues for upcoming season</li> </ul>
May Conference Call	<ul style="list-style-type: none"> <li>• Predictive Services Seasonal Assessment</li> <li>• Submitted agenda items</li> </ul>
June Conference Call	<ul style="list-style-type: none"> <li>• Submitted agenda items</li> </ul>
July Conference Call	<ul style="list-style-type: none"> <li>• Address the date that the strategies applied to Modified management option lands change to the same strategies appropriate in Limited. (AIWFMP))</li> <li>• Submitted agenda items</li> </ul>
August <i>Catch All &amp; Catch Up</i> <i>Long Range Planning</i>	<ul style="list-style-type: none"> <li>• Agency Updates</li> <li>• Review of season to date</li> <li>• Planning for Fall Fire Review</li> </ul>

September Conference Call	<ul style="list-style-type: none"> <li>• Finalize agenda for Fall Fire Review</li> <li>• Submitted agenda items</li> </ul>
October Face-to-face Fall Fire Review	<ul style="list-style-type: none"> <li>• 1/2 day executive session that includes discussions with the Operations Committee on allocation of forces and recruiting for CIMT. Consider inviting ICs</li> <li>• Review AIWFMP</li> <li>• AWFCG Chair reports on previous year accomplishments and announces dates for Committees to present full Committee report to AWFCG.</li> <li>• Short Committee Presentations on accomplishments and issues</li> <li>• Recruit IMT members</li> <li>• 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.</li> </ul>
November Conference Call	<ul style="list-style-type: none"> <li>• Follow-up on Fall Fire Review items</li> <li>• Current Joint Fire Science Requests for Proposals</li> <li>• Submitted agenda items</li> </ul>
December Conference Call	<ul style="list-style-type: none"> <li>• Select/affirm Alaska's Incident Management Team Incident Commander (Appendix E)</li> <li>• Submitted agenda items</li> <li>• Chair Rotation</li> <li>• Leader's Intent Memo to Operations Committee for Spring Ops</li> <li>• Secure venue and agency payment for Spring Ops</li> </ul>

ALASKA WILDLAND FIRE COORDINATING GROUP  
STANDARD OPERATING PROCEDURES

*Appendix D*

*Responsibilities of Officers, Members, Liaisons, and Groups*

<i>Title</i>	<i>Responsibility</i>
AWFCG Chair	<ul style="list-style-type: none"> <li>• Organizing, conducting and ensure the results of meetings are documented.               <ul style="list-style-type: none"> <li>- Develop meeting agenda 1 week prior to meeting.</li> <li>- Address each agenda item during the meeting, identify what the action to be taken is and clearly state the final decision.</li> <li>- Approve meeting minutes and ensure distribution.</li> <li>- Follow-up on Chair's Action Items i.e. requested endorsements and letters.</li> </ul> </li> <li>• Facilitate meetings:               <ul style="list-style-type: none"> <li>- Acknowledge quorum present.</li> <li>- Follow agenda.</li> <li>- Manage discussion time.</li> <li>- Conduct votes.</li> <li>- State decisions or action items to be included in notes.</li> </ul> </li> <li>• Invite subject matter experts when needed.</li> <li>• Sign official AWFCG correspondence and provide copy to Recorder.</li> <li>• Keep NMAC Alaska liaison informed of issues and concerns and keep AWFCG members informed of NMAC issues.</li> <li>• Represent the AWFCG and the Alaska Geographic Area at national meetings such as the annual meeting of the NWCG-Geographic Area Coordinating Group Chairs.</li> <li>• Notify Vice-Chair when unavailable.</li> </ul>
AWFCG Vice-Chair	<ul style="list-style-type: none"> <li>• Perform the Chair's duties in their absence.</li> <li>• Assist the Chair as requested with assignments. Assist in reviewing draft notes</li> <li>• Revise the SOP for the next year to be effective when Vice-Chair transitions to Chair</li> <li>• Succeed the Chair.</li> </ul>
AWFCG Recorder	<ul style="list-style-type: none"> <li>• Maintain current AWFCG members and Committee Chairs contact information</li> <li>• Distribute AWFCG meeting agenda 1 week prior to meeting.</li> <li>• Ensure that minutes of meetings are compiled, edited, filed and distributed to AWFCG members and Committee Chairs.</li> <li>• Maintain AWFCG historical records including meeting minutes, MOUs, SOPs, correspondence.</li> </ul>

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



# Alaska Wildland Fire Coordinating Group Standard Operating Procedures

## *Appendix E*

### Alaska Complex Incident Management Team Program

#### Alaska CIMT Program Management and Oversight

The Alaska Complex Incident Management Teams (CIMTs) are managed by the Alaska Wildland Fire Coordinating Group (AWFCG). The Alaska Operations Committee chartered by AWFCG provides recommendations regarding CIMT management and oversees the CIMT recruitment and selection process. Alaska CIMT rotations, rostering, and mobilization are coordinated by the Alaska Interagency Coordination Center (AICC). AWFCG member agencies agree to support the Alaska IMT program by:

- Encouraging their employees to participate,
- Encouraging supervisors to make their employees available for CIMT participation,
- Prioritizing participation in the Alaska CIMT program over participation with IMTs from other GACCs unless there are specific reasons for not doing so,
- Providing financial support to the CIMT program.

#### Alaska CIMT Program Goals

- Provide leadership for the management of complex wildfire and all-hazard incidents in the Alaska Geographic Area.
- Provide leadership and management support for complex wildfire and all-hazard incidents in other Geographic Areas
- Provide individual training and development opportunities for Alaska wildland fire resources.

#### Alaska IMT Program Objectives

- Maintain CIMT response capability for complex incidents in Alaska.
- Participate in the National Type CIMT rotation when wildfire activity in Alaska allows.
- Leverage agency, EFF/AD, and other resources from Alaska and other Geographic Areas in primary, shared, and pooled roles to maintain IMT availability and minimize impacts to units providing IMT resources.
- Provide training opportunities during assignments, facilitate training assignments with other CIMTs when opportunities arise, and provide mentors and sponsorship for students seeking advanced ICS qualifications

## AWFCG Agency Financial Support for the Alaska CIMT

All incident-related costs incurred by the Alaska CIMTs will be charged to the appropriate incident financial code. There are some CIMT preparedness costs that cannot be charged to an incident including but not limited to:

- CIMT Kit equipment and maintenance
- CIMT member training expenses including wages and travel,
- CIMT preparedness activities including rostering and meeting attendance.

AWFCG agencies agree to:

- Provide CIMT-related wage, travel, and training support for their own regular employees participating in the program.
- Fund AD/EFF participant training support through the hiring agency as part of the 80 hours of annual training allocated for temporary hires under these programs.
- Kit purchases
- Kit Maintenance
- CIMT preparedness wages/travel

## Recruitment

AWFCG, the AWFCG Operations Committee, and the CIMTs share responsibility for team recruitment. Each year the Operations Committee will prepare and distribute a CIMT Application Invitation. CIMT applications will be solicited from Federal, State, Tribal, and local agency employees including Administratively Determined (AD) and EFF employees. Opportunities for recruitment from non-traditional sources will be leveraged to the extent possible.

## Application Process

Alaska CIMT applications will remain open year-round; however, in order to be considered during the primary selection process applications must be submitted during the formal application periods for ICs, C&G, and other positions identified in the annual CIMT Application Invitation prepared and distributed by the Operations Committee. The Operations Committee and the current CIMT Command and General Staff (C&G) will monitor applications and distribute additional announcements as necessary.

All applications to the Alaska CIMTs are submitted to the Alaska CIMT Applicant Pool and not to individual teams. Incident Commander and Incident Commander Trainee applicants must submit an initial letter of intent to their respective agency AWFCG Operations Committee member in addition to their application. Participants are required to apply each season to confirm continued availability and maintain current qualification and contact information; however, the goal will be to maintain primary selectees in positions for three-year terms. Incident evaluations for respective IC's will be reviewed annually to verify performance and continuation of tenure.

## CIMT Configuration

The Alaska Geographic Area will maintain standing rosters for two CIMTs.

- Alaska Black Complex Incident Management Team
- Alaska Green Complex Incident Management Team

Standing rosters will generally align with national CIMT configuration standards (<https://www.nifc.gov/nicc/logistics/overhead/overhead.htm>). Rosters for fire season rotations may differ from standing rosters due to individual's availability during the rotation period. ICs may negotiate deviations from standard configurations with ordering unit Agency Administrators.

To the extent possible, primary and shared C&G for individual team standing rosters will be discrete. Individuals and shared groups will be assigned to a single position on a single team. However, it is recognized that overlap in some positions may be necessary as the program builds capacity. C&G overlap places extra burden on individuals and limits the capability for mobilizing multiple teams at the same time. Mitigations for C&G overlap may include but are not limited to:

- A deep pool of alternate applicants for the position that can provide reasonable assurance of coverage.
- Agreements with other IMTs/Geographic Areas to provide short-term assistance in the position as needed.
- Experienced trainees for the position that may be mentored remotely until a qualified trainer is assigned.
- Making a team unavailable if a C&G position cannot be filled during a rotation.

Fire management resource limitations within Alaska may preclude the ability to assign multiple Alaska CIMTs concurrently. During the fire season the Operations Committee will monitor local unit draw-downs and ICs will monitor rosters and pools for significant gaps and jointly recommend changes to CIMT availability status as necessary.

## Applicant Pools

The CIMTs and Operations Committee will maintain application data for all applicants throughout the year. This data will constitute the Alaska CIMT Applicant Pool. The Applicant Pool is divided into individual Position Pools. Position Pools are further divided into Qualified Pools and Trainee Pools. Applicants will be kept in the Applicant Pool even if selected for a Primary or Shared role on a team. Applicants may request to be removed from the Applicant Pool for all or any of the positions for which they have applied. Applicants may be removed from the Applicant Pool by the CIMTs or the Operations Committee for documented cause. IC and Operations Committee Chair will contact individuals with rationale and reasoning for removal and may consider opportunities for reconsideration.

## Selection Process

Prior to fire season standing rosters for individual teams will be selected from the Alaska Applicant Pools in phases:

- Primary Incident Commanders and Deputies will be selected by the Operations Committee and approved by AWFCG. Alternate and Trainee Incident Commanders will also be approved by AWFCG.
- Primary/Shared C&G members will be selected by ICs and the Operations Committee.
- The remaining Primary/Shared CIMT members will be selected by the C&G and reviewed by the Operations Committee. Standing roster selections will be made for non-C&G positions where possible.
- Trainees will not be selected to standing rosters for individual teams but will be placed in trainee position pools. Trainees will be rostered on a rotation-by-rotation basis depending on availability and GACC and CIMT priorities.
- After each phase, selectees will be notified, and selection process updates will be provided to all current applicants and posted to the Incident Management Teams page on the AICC website. All selected and pooled applicants will be considered members of the Alaska CIMT and will be included in the CIMT contact list for the duration of the season.
- Positions where gaps exist will be rostered as “Pool” and will be rostered on a rotation-by-rotation basis from the Alaska Applicant Pools.
- Primary members of one CIMT may serve as Alternates for another team with Incident Commander (IC) approval and will therefore remain in the Applicant Pools.

## Selection Criteria

It is the intent of AWFCG and the Operations Committee that the priorities for primary, alternate and trainee applications will be as follows:

1. Individuals prioritized by AWFCG, the Operations Committee, ICs, and/or the Priority Trainee Program.
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

Documented performance history should be considered in all prioritization and selections. The Operations Committee should be made aware of any individuals being excluded from a roster for cause.

## IMT Coordination Meetings

Representatives from the CIMTs, AICC, and the Operations Committee will meet weekly from mid-April throughout the fire 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.

## Fire Season Rotations

Fourteen-day in-State CMT rotations will begin mid-April on a date determined by AWFCG during their February meeting.

If one team is mobilized, the other IC and the Operations Committee will jointly determine whether and when the second team can be rostered and made available. Scheduling for subsequent rotations will be determined by both ICs and the Operations Committee. Rational will be provided to AWFCG to foster

transparency and to meet timeframes if a CIMT is needed directly from out of GACC. AICC will be included to help assess resource availability.

The Operations Committee will monitor fire potential in Alaska throughout the fire season and will recommend to AWFCG that rotations be discontinued when fire potential and outlook in Alaska have sufficiently moderated. Upon decision AWFCG will notify AICC and the Operations Committee. Operations committee will then notify ICs and ICs will be responsible for notifying CIMT members.

The decision to make CIMTs unavailable or available for national assignments will be made by AWFCG based on recommendations from the operations committee. Recommendations will be based on forecast needs for resources in state and decisions will be communicated

See Chapter 20 of the Alaska Interagency Standards for Resource Mobilization (<https://fire.ak.blm.gov/logdisp/Dispatch-Operations.php>) for details on the rotation and rostering process.

### **Job Guide**

All in state 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. IMT and AICC rostering points of contact 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.

## **National Rotation**

- When resources can be made available from Alaska for CIMTs, Alaska will make every effort to be available on the National Rotation with both CIMTs. Decisions to be unavailable/available for the national rotation will be communicated to NICC.

### **Resource Mobilization**

While active in the National Rotation the CIMTs will provide AICC with a rotation roster prior to the Team reaching the number two position. A single rostering 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 a CIMT 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.

## CIMT Mobilization

AICC will coordinate in-state and out of GACC mobilizations of the Alaska CIMTs.

See Chapter 20 of the Alaska Interagency Standards for Resource Mobilization (<https://fire.ak.blm.gov/logdisp/Dispatch-Operations.php>) for details on the CIMT mobilization process.

## Post Season

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

- CIMT performance analysis (based on in-state and out-of-state performance documentation)
- CIMT Workforce Development Analysis
  - Recruitment Plan
  - Position Gaps Trainee analysis
- Procedural AAR
- Revise & publish Recruitment/Application/Selection Process as necessary

## IMT Calendar

Benchmark Date:	Task:	Responsibility:	Notes:
2 <sup>nd</sup> week in June	CIMT Recruitment Letter Draft	Ops Chair and IC's	
1 <sup>st</sup> week in July	CIMT Recruitment Letter Announcement	Ops Chair	
2 <sup>nd</sup> week in October	CIMT C&G Announcement Closed	Ops Chair	
October Fall Meeting	CIMT IC Selection and Recommendation	Ops Chair/AWFCG	
4 <sup>th</sup> week in October	CIMT IC Selection Letter	AWFCG	
1 <sup>st</sup> week in November	CIMT C&G Selection	Ops Committee	
1 <sup>st</sup> week in January	CIMT Successional Plan Review	Ops Committee	
2 <sup>nd</sup> week in January	CIMT Application period closed	All	

4th week in January	CIMT Roster Review	Ops Committee	
4 <sup>th</sup> week in February	CIMT Roster Review	Ops Committee	
1 <sup>st</sup> week in March	CIMT Roster Recommendation	Ops Committee/AWFCG	
1 <sup>st</sup> week in April	Begin in state CIMT rotation	Ops Committee/AWFCG	

## Terms

Standing Roster

Rotation Roster

Mobilization Roster

Applicant Pool

Position Pool

Trainee Pool

On-call Period

# 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