

**ALASKA WILDLAND FIRE COORDINATING GROUP
AIR QUALITY & SMOKE MANAGEMENT COMMITTEE CHARTER**

I. PURPOSE

The purpose of the Air Quality & Smoke Management Committee (AQSMC) is to 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.

II. AUTHORITY

Alaska Wildland Fire Coordinating Group: Memorandum of Understanding Sec. V.3.

III. MEMBERSHIP

A. The AQSMC will consist of one representative from the following agencies.

Alaska Department of Environmental Conservation, Air Quality Division,
(AWFCG Liaison)

Alaska Department of Natural Resources, Division of Forestry

Alaska Department of Fish & Game

Bureau of Indian Affairs

Bureau of Land Management – Alaska Fire Service

National Park Service

U.S. Fish and Wildlife Service

U.S. Forest Service

B. Other agencies, organizations, and institutions may be contacted to consult, advise, or assist the AQSMC as determined by the members.

C. Additionally, any interested AWFCG member may choose to participate in AQSMC meetings and activities.

IV. FUNCTIONS

The AQSMC will:

A. Serve as a forum for identification and discussion of air quality and smoke management issues affecting the Alaska interagency fire community and provide recommendations to AWFCG for resolution of issues and problems.

- B. Evaluate new air quality and smoke management regulations related to fire management within Alaska and prepare written response, when appropriate, for AWFCG approval and submission to regulatory agency.
- C. Recommend to AWFCG when AQSMC or AWFCG members need to attend interagency regional or national meetings addressing air quality and smoke management issues/regulations to insure that Alaska interagency fire management concerns and needs are addressed. Examples are Western States Air Resources Council (WESTAR) or Western Regional Air Partnership (WRAP) workshops or committee meetings.
- D. Evaluate new air quality and smoke management methodologies and equipment for application to interagency fire management program.
- E. Provide air quality and smoke management information/data related to human health or firefighter safety to AWFCG. If appropriate, work jointly with AWFCG and/or designated committees to address safety issues related to air quality and smoke management.
- F. Evaluate and Maintain the Enhanced Smoke Management Plan.

V. ORGANIZATION AND STRUCTURE

A. MEMBERS DUTIES/RESPONSIBILITIES

CHAIR

1. Serve a minimum of two years, but may serve longer than two years at the recommendation of the committee.
2. Negotiate work assignments and commitments of committee members.
3. Arrange meetings and provide notes and reports as outlined in Section VII.
4. Attend at least one AWFCG meeting per year and/or when requested.
5. Coordinate with the AWFCG liaison.

MEMBERS

1. Keep representative organizations informed on current projects.
2. Communicate organizations' issues and concerns.
3. Regularly attend committee meetings.

AWFCG LIAISON

1. Represent the AQSMC at AWFCG meetings and act as an information channel to the group.

B. STRUCTURE

1. The Alaska Department of Environmental Conservation (ADEC) will chair the AQSMC committee. However, the AQSMC members may elect a different Chair at any time. The AQSMC members will meet at least annually to reevaluate and determine whether to elect a Chair from another member agency.
2. Should the committee determine that it is advantageous to rotate the chair position, succession shall be as follows:
 - Alaska Department of Environmental Conservation
 - National Park Service
 - U.S. Fish and Wildlife Service
 - Alaska Department of Natural Resources, Division of Forestry
 - Bureau of Land Management – Alaska Fire Service
 - Bureau of Indian Affairs
 - Alaska Department of Fish & Game
 - U.S. Forest Service

At the start of each rotation, the previous chair moves to the end of the list. Transfer of the chair will take place at the annual committee meeting.

3. A quorum consisting of four (4) members of the AQSMC is required to conduct official business. The preferred decision making process is by consensus. If consensus cannot be reached a vote will be taken and majority will determine the approved alternative/recommendation.

VI. TASK GROUPS

Task groups and their Chair may be established by the Committee to address specific, non-recurring issues that require significant effort with a smaller group, but can be resolved within a finite time period. Task group reports and recommendations must be submitted to the AQSMC for approval and/or further action.

VII. MEETINGS AND REPORTS

- A. Meetings of the AQSMC will be held at least once annually and may be held more frequently as necessary based upon assignments from AWFCG or emergence of air quality or smoke management issues. The annual meeting shall include a discussion of the Chair per Section V.B.1. The Chair is responsible for scheduling these meetings.

- B. The Chair is responsible for arranging meeting facilities, providing advanced meeting agendas, preparing timely reports of the meeting minutes, and preparing and presenting any reports to, or requested by, the Alaska Wildland Fire Coordinating Group.

VIII. FINANCIAL SUPPORT

Routine costs of members will be borne by their respective agencies.

IX. APPROVAL

This charter is effective as of the date signed and approved by the respective officials of the member agencies. This charter will be revised only upon recommendation of a majority of the AQSMC members and approval by the AWFCG.

Approval:


Chair, Alaska Wildland Fire Coordinating Group

Date:

1/5/11