

ALASKA WILDLAND FIRE COORDINATING GROUP DISPATCH COMMITTEE CHARTER

I. PURPOSE

The Dispatch Committee (hereafter referred to as “the committee”) is established under the Alaska Wildland Fire Coordinating Group (AWFCG) to provide an interagency forum to address Alaska dispatch concerns. The Committee will work toward the following goals: increase and improve communication among dispatch centers, improve recruitment and retention of wildland fire dispatchers, provide cross-training opportunities to improve regional dispatch capacity, provide committee members for national committees, and integrate with other fire support functions as appropriate.

II. AUTHORITY

The Dispatch Committee is established under the authority of the Alaska Wildland Fire Coordinating Group (AWFCG): memorandum of Understanding, Section

III. MEMBERSHIP

The Dispatch Committee decision-making members will be comprised of representative from each local dispatch center and the Alaska Interagency Coordination Center. Members will designate an alternate and are expected to commit for no less than two years. The Dispatch Committee will make notification through the AWFCG Dispatch Committee Liaison when members are replaced. Dispatch Committee representatives will be responsible for ensuring their respective dispatch center staff are informed on discussions, taskings and AWFCG decisions.

Non-decision-making members may include representatives from the Alaska cache system, non-fire dispatch centers, logistics and the AWFCG Dispatch Committee Liaison. Additional non-decision-making subject matter experts may be asked to participate on an as needed basis.

Advisors and Liaisons

The Dispatch Committee will when requested provide SME representation to:

- Training
- Incident Business
- Incident Management Teams
- Aviation
- AWFCG Committees
- Other fire support functions

IV. FUNCTIONS

- A. Provide a forum for the exchange of ideas relating to dispatch and coordination issues.
- B. Provide the AWFCG with a Dispatch Committee recommendation on assigned tasks.
- C. Determine, coordinate and sponsor dispatcher training courses in cooperation with the Geographical Area Training Representative.

- D. Annually review the Alaska Interagency Mobilization Guide in coordination with the Alaska Interagency Coordination Center.
 - E. Review and provide information/recommendations on initial and expanded dispatch related issues that have been brought forth to the AWFCG or the Dispatch Committee in form of an issue paper.
 - Ensure coordination through the AWFCG Dispatch Committee Liaison between other affected AWFCG committees as needed.
 - F. Assist in the planning and coordination of the Alaska Interagency Spring Dispatch Training Workshop.
 - Develop agenda.
 - Facilitate workshop.
 - Brief dispatch community on Dispatch Committee's current tasks and recommendations.
- Alaska Dispatcher of the Year Award nominations will be collected by the AWFCG Dispatch Committee Liaison and submitted to AICC for nominee selection.
- The nominee will be the Alaska nominee for the National Excellence in Dispatching Award.
- G. Assist as requested/needed with preparedness reviews of Alaska dispatch centers.
 - H. When financially viable, send a Dispatch Committee member to the Annual National Center Manager's Meeting.

V. ORGANIZATION AND STRUCTURE

- A. The core members will elect a Chairperson and Vice-Chair. The Chairperson's responsibilities will rotate between the committee members, with the chairperson and vice-chair's term of office set at one year.
- B. For this committee a quorum requires a majority of the core members.
- C. Task groups may be developed to address specific technical issues that can be resolved with a short term and finite time. Task groups reports and recommendations will be submitted to the committee for approval and/or further action.

VI. MEETINGS AND REPORTS

- D. Meetings will be held as often as necessary.
- E. The committee will keep meeting notes and the Chairperson will maintain storage of minutes and decisions made in committee meetings.
- F. Meetings are open to all interested entities.

VII. MEMBER DUTIES AND RESPONSIBILITIES

- A. Chair: The term for Chair will be one year but may be extended based upon individual circumstances and agreed by committee members. At the end of the Chair's term or if the

position becomes vacant, the sitting Vice-Chair will assume the Chair position. Responsibilities for the Chair include:

- Disseminates pertinent dispatch and coordination information to the Committee members and briefs the AWFCG and /or other AWFCG sub-committees as needed or requested.
- Serves as the focal point for collecting and summarizing issues pertaining to AICC and dispatch centers. Issues that cannot be resolved at the geographic level and require national resolution will be elevated with an issue paper through to AWFCG Dispatch Committee Liaison.
- Coordinates dispatcher training/workshops with the GATR and/or Training Committee.
- Responsible for the coordination and completion of Dispatch Committee and AWFCG assigned tasks. Assemble, collate and prepare all materials to be acted upon by the committee.
- Ensure meeting notes are prepared and disseminated to the dispatch community.

B. Vice-Chair:

- Assumes the duties and responsibilities of the Chair during their absence for all meetings and conference calls.
- Ensure meeting agenda is prepared and minutes are taken, edited, and distributed to the Dispatch Committee members, AWFCG liaison, Alaska dispatchers, and other Dispatch Committee advisors/liasons/representatives as needed or requested.
- Coordinates with AFS IT to ensure Alaska Dispatch Committee web page is created on the Alaska Interagency Coordination Center external web page and content is current.

C. All members:

- Participate to the best of their ability to fulfill the mission, duties and purpose of the Dispatch Committee.
- Represent the interest of the dispatch community.
- Keep informed on issues and concern affecting the dispatch community.
- Attend meetings.
- Provide expertise and feedback during committee meetings.
- Complete assigned tasks in a professional and timely matter.
- Identify a replacement if a member leaves the committee.

VIII. FINANCIAL SUPPORT

There is no budget associated with the Dispatch Committee. Routine expenses for members associated with meeting attendance and Dispatch Committee participation (including time, travel, equipment, etc.) will be borne by the member agency/organization.

Committee recommendations with financial implications must be approved by the appropriate authorities within the affected agencies/organizations prior to being implemented.

IX. APPROVAL

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

Approval: 

Susanne Rodman

Date: January 7, 2023