

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 V. C.

III. MEMBERSHIP

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

Non-voting 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

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

- Annually review the Alaska Interagency Standards for Resource Mobilization in coordination with the Alaska Interagency Coordination Center.
- Review and provide information/recommendations on initial and expanded dispatch related issues that have been brought forth to AWFCG or the Dispatch Committee in the form of an issue paper.
 - Ensure coordination through the AWFCG Dispatch Committee Liaison with other affected AWFCG committees as needed.
- 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.
- Coordinate the Alaska Dispatcher of the Year Award nomination and voting process.
 - The nominee will be the Alaska nominee for the National Excellence in Dispatching Award.
- Assist as requested/needed with preparedness reviews of Alaska dispatch centers.
- When financially viable, send a Dispatch Committee member to the Annual National Center Managers Meeting.

V. ORGANIZATION AND STRUCTURE

- A. The decision-making members will elect an initial Chair and Vice Chair for a one-year term of office. The Chair and Vice-Chair's responsibilities will rotate among the voting member dispatch centers with the Chair role being filled by the previous Vice-Chair and the new Vice-Chair being selected from the next center on the list. If a vacancy occurs at either the Chair or Vice Chair positions, the rotation order will move up to fill the vacancy.
 1. Alaska Coastal Dispatch Center
 2. Alaska Interagency Coordination Center
 3. Northern Forestry Dispatch Center
 4. US Forest Service Combined Dispatch Center
 5. Yukon Fire Dispatch Center
- B. The new Chair/Vice Chair will be announced during the Interagency Fall Fire review, and their terms will begin on January 1.
- C. The rotation will also be used to designate a lead for coordinating the dispatch portion of the spring dispatch/incident business workshop and a lead for coordinating the Alaska Dispatcher of Year award. These responsibilities will fall to the representative of the next two centers after the Vice Chair in the rotation.
- D. The Dispatch Committee will make notifications through the AWFCG Dispatch Committee Liaison when Chair and Vice Chair are replaced.
- E. For this committee, a quorum requires a majority of the decision-making members.
- F. Task groups may be developed to address specific technical issues that can be resolved within 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

- A. Meetings will be held as often as necessary.
- B. The committee will keep meeting notes and the Chair will maintain storage of minutes and decisions made in committee meetings.
- C. Meetings are open to all interested entities.

VII. MEMBER DUTIES AND RESPONSIBILITIES

A. Chair:

- 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 the AWFCG Dispatch Committee Liaison.
- Coordinates dispatcher training/workshops with the GATR and/or Training Committee.
- Coordinates completion of Dispatch Committee and AWFCG assigned tasks. Assembles, collates and prepares all materials to be acted upon by the committee.
- Prepares agenda, schedules, and facilitates committee meetings.

B. Vice Chair:

- Assumes the duties and responsibilities of the Chair during their absence for all meetings and conference calls.
- Takes meeting minutes, edits and distributes to the Dispatch Committee members, AWFCG liaison, Alaska dispatchers, and other Dispatch Committee advisors/liaisons/representatives as needed or requested.
- Maintains FireNet Team membership.

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 implementation.

IX. APPROVAL

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

Approval: _____

Date: _____