

**Alaska Wildland Fire Coordinating Group
Fire Research Development and Application Committee
Charter**

I. PURPOSE

The purpose of the Fire Research Development and Applications Committee (FRADC) is to: (1) identify and prioritize research needs in Alaska; and (2) facilitate the development and exchange of fire effects, fire behavior, and fire danger information and applications to meet the needs of the member agencies of the Alaska Wildland Fire Coordinating Group (AWFCG).

II. AUTHORITY

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

III MEMBERSHIP

A. The FRDAC core committee will consist of one representative from the following agencies:

Alaska Department of Natural Resources, Division of Forestry
Alaska Department of Fish and Game
Bureau of Indian Affairs
Bureau of Land Management – Alaska Fire Service
Bureau of Land Management – Alaska Field Office
National Park Service
U.S. Fish and Wildlife Service
U.S. Forest Service

Core committee members will be nominated by their agency AWFCG representatives. If an agency does not have personnel with knowledge and skills related to fire research, it will be the responsibility of that agency's AWFCG member to be the point of contact for this committee. An alternate member may be appointed for an agency if desired, but only core members may vote on issues as needed.

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

IV. FUNCTIONS

The FRDAC will:

A. Develop a prioritized, descriptive list of fire management research needs in Alaska, to be updated at 2 – 3 year intervals.

B. Communicate AWFCG research needs to potential researchers, prepare statements of work for high priority fire management research projects, and assist principal investigators with incorporation of statement of work into research proposals.

C. Function as an interagency coordination point with fire researchers and research organizations to enhance cross-communication of information needs and facilitate partnerships to address questions.

D. Serve as a forum for dispensing information and coordinating interagency activities relating to fire management research development and applications and make recommendations to the AWFCG to resolve issues and problems.

E. Provide technical expertise, including development and recommendation of protocols and standard operating procedures, to inform fire management practices. Example topics include assessment of fire and fuel treatment effects on natural resources, fuels characteristics, and fire danger indices. Support activities of other AWFCG committees.

F. Provide consolidated interagency response to state and national information requests regarding fire topics including but not limited to vegetation and fuels mapping efforts, fire/carbon dynamics, and fire/climate interactions.

G. Make recommendations to AWFCG members regarding support of research projects that address priority information needs. Support can include letters endorsing research proposals, financial assistance, or in-kind services.

V. ORGANIZATION AND STRUCTURE

A. The core members will elect a Chairperson and Vice-Chair with each term set at one year. The Vice-Chair will assume the Chairperson role at the end of the year, resulting in a two-year commitment.

B. A quorum consisting of four core members is required to conduct official business. Agency alternate members can count toward the quorum if the core member representing the agency is not present.

C. Task groups may be organized by the FRDAC to address specific technical issues that can be resolved within a short, finite time period. Task group reports and recommendations will be submitted to the FRDAC for approval and/or further action.

VI. MEETINGS AND REPORTS

A. Meetings, defined as face-to-face meetings or teleconferences, will be held as often as necessary, with a minimum of two per year. The Chairperson is responsible for scheduling meetings.

B. The Chairperson is responsible for developing meeting agendas and providing meeting notes.

C. FRDAC activities and accomplishments will be reported to the AWFCG at the annual fall meeting, during monthly teleconferences as needed, or as otherwise requested by AWFCG.

VII. MEMBER DUTIES AND RESPONSIBILITIES

A. Chair

1. Establish the time and place for all committee meetings, arrange for meeting facilities, provide agendas prior to meetings, and provide meeting notes.
2. Request attendance of specific individuals at committee meetings.
3. Represent the committee at AWFCG meetings as necessary. Provide updates on committee activities to FRDAC liaison to AWFCG as needed.
4. Assemble, collate, and prepare all material to be acted upon by the committee.

B. Vice-Chair

1. Serve as the Chair when the Chair is absent.

C. All members

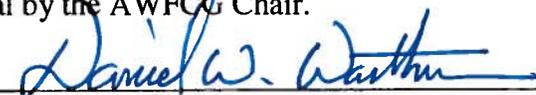
1. Represent the interests of the AWFCG regardless of agency affiliation.
2. Participate in teleconferences, meetings, taskings, and other activities sponsored by the committee. Provide written feedback on agenda items and meeting notes if unable to attend meetings.
3. Recommend a replacement if a member leaves the committee.

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 AWFCG Chairperson. This charter will be revised upon recommendation of a majority of the FRDAC members, direction of the AWFCG, and approval by the AWFCG Chair.

Approval: 
Chair, Alaska Wildland Fire Coordinating Group

Date: 12/10/13