

ALASKA WILDLAND FIRE COORDINATING GROUP GIS COMMITTEE CHARTER

I. PURPOSE

The GIS Committee (hereafter referred to as "Committee") is established under the Alaska Wildland Fire Coordinating Group (AWFCG) to provide an efficient and effective way to meet fire program needs for geospatial information and technology through an interagency forum. The GIS Committee will work to support and implement strategic and tactical applications of GIS for the Alaska Wildland Fire Community.

II. AUTHORITY

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

III. MEMBERSHIP

A. The Committee may be comprised of one person from each of the following agencies:

- Bureau of Indian Affairs (BIA)
- Bureau of Land Management—Alaska Fire Service (BLM-AFS)
- State of Alaska—Division of Forestry (ADNR-DOF)
- State of Alaska—Department of Fish and Game (ADF&G)
- U.S. Forest Service (USFS)
- National Park Service (NPS)
- U.S. Fish and Wildlife Service (FWS)
- Chugachmiut
- Tanana Chiefs Conference

The Committee membership will also include a liaison from the AWFCG.

B. The Committee will make decisions by consensus among the identified primary committee members or a designated alternate.

C. Other agencies, organizations and institutions may attend, advise or assist the Committee as determined by its members.

IV. FUNCTIONS

The Committee will:

A. Provide an interagency point of contact for the exchange of information related to the use of geospatial technology in support of wildland fire management.

- B. Work to ensure coordination between AWFCG member agencies to provide for the proper and efficient use of geospatial technology in support of wildland fire management in the Alaska Geographic Area. Enhance coordination so that adequate hardware, software, staffing and data are available to support wildland fire management activities in the Alaska Geographic Area.
- C. Recommend and review interagency standards and processes to ensure that quality geospatial data and tools are available for use in wildland fire management activities. In addition, review and respond to proposed NWCG geospatial standards and processes to ensure that the Alaska interagency wildland fire community's needs are met.
- D. Complete tasks assigned by the AWFCG. Bring forward significant issues to the AWFCG and other AWFCG committees that are likely to impact AWFCG activities in the future.

V. ORGANIZATION AND STRUCTURE

- A. The Committee members will elect a Chair and Vice-Chair for one-year terms, commencing on January 1 of each year. The Chair will rotate between the Committee members. The Vice-Chair will advance to the position of Chair after the completion of the one-year term.
- B. For purposes of this Committee, a quorum (minimum number required to conduct official business) requires representation of at least five of the nine member agencies.
- C. Member duties and responsibilities are:

CHAIR

1. Ensure administrative action necessary to complete assignments; assign Task Groups as needed.
2. Establish the time and place for all Committee meetings, arrange for meeting facilities and provide agendas prior to meetings.
3. Request attendance of specific individuals at any Committee meeting.
4. Attend at least one AWFCG meeting per year.
5. Assemble, collate and prepare all material to be acted upon by the Committee.
6. Maintain minutes, notes and other files/data as needed.

VICE-CHAIR

Assume the duties and responsibilities of the Chair when the Chair is absent.

LIAISON

A member that also sits on the AWFCG will serve as liaison between the Committee and AWFCG. Purpose of the Liaison is to facilitate communication between the two entities. The Liaison will represent the Committee with AWFCG when the Chair is unable to attend.

ALL MEMBERS

1. Responsible for checking and reporting upon projects as assigned.
2. Provide assistance as requested by the Chair and review information submitted by other members.
3. Serve as a conduit between the Committee and agency personnel; inform personnel of Committee actions and keep agencies informed on current projects and new developments.

VI. TASK GROUPS

The Committee may define Task Groups to assist in completing assigned tasks. Task Groups will operate under the following guidance:

- A. The Committee will provide direction and oversight to the Task Groups by clearly identifying the task to be completed, the scope of the task and the time line for completion.
- B. A Task Group will sunset upon completion of its task unless additional work is assigned.
- C. Member agencies will select their respective representatives on a Task Group. However, the Committee may request specific subject matter experts.

VII. MEETINGS AND REPORTS

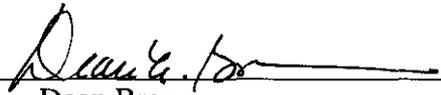
- A. The Committee will meet as often as necessary to accomplish assigned tasks, but will meet twice a year at a minimum.
- B. The Committee will report activities to AWFCG periodically or upon request.
- C. The Committee will provide meeting minutes to the AWFCG Recorder for distribution to AWFCG members and archival.

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. This charter will be revised only upon recommendation of a majority of the Committee members and with the approval of the AWFCG.

AWFCG Chair Approval:  Date August 23, 2007
Dean Brown