

Alaska Wildland Fire Coordinating Group

Invasive Species Task Group

Charter

I. Purpose

The purpose of the Invasive Species Task Group (ISTG) is to recommend appropriate control measures for invasive species during fire management operations.

II. Authority

Alaska Wildland Fire Coordinating Group (AWFCG) Memorandum of Understanding Sec. V. D.

III. Membership

A. Core task group members will be nominated by their agency AWFCG representatives. If an agency does not have personnel with knowledge and skills related to invasive species, it will be the responsibility of that agency's AWFCG member to be the point of contact for this task group. An alternate member may be appointed for an agency if desired, but only core members may vote on issues as needed. The ISTG core task group will consist of two or more representatives from the protection agencies, and two or more representatives from the jurisdictional agencies.

B. Other agencies, organizations, and institutions may serve as technical advisory members to the ISTG with no voting privilege.

IV. Functions

The ISTG will perform the following functions:

- A. Evaluate the invasive species concerns most relevant to fire management activities;
- B. Review laws, regulations, policies, and land management planning decisions relevant to invasive species and fire management in Alaska;
- C. Review and consider other states' and Canadian practices;
- D. Identify target audiences for invasive species information;
- E. Identify existing data sources on invasive species occurrence in Alaska, and develop a means to effectively display and distribute the data to appropriate audiences;
- F. Review existing SOPs concerning fire management and invasive species control, determine applicable mechanisms for Alaska, and develop practical statewide SOPs;
- G. Recommend methods to educate the wildland fire community in Alaska and visiting resources on how to implement the SOPs.

H. Accepted recommendations will be included in the Annual Operating Plan, as a component of the Master Agreement.

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 ISTG 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 ISTG for approval and/or further action.

D. The AWFCG set the task group's sunset date for December 2019; any deviations to this time frame must be approved by AWFCG.

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.

B. ISTG 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

- i. Establish the time and place for all ISTG meetings, arrange for meeting facilities, provide agendas prior to meetings, and provide meeting notes;
- ii. Request attendance of specific individuals at meetings;
- iii. Represent the ISTG at AWFCG meetings as necessary. Provide updates on activities to ISTG liaison to AWFCG as needed; and
- iv. Assemble, collate, and prepare all material to be acted upon by the ISTG.

B. Vice-Chair

- i. Serve as the Chair when the Chair is absent.

C. All Members

- i. Represent the interests of the AWFCG regardless of agency affiliation.
- ii. Participate in teleconferences, meetings, tasks, and other activities sponsored by the task group. Provide written feedback on agenda items and meetings notes if unable to attend meetings.
- iii. Ensure that recommendations and products developed by this task group are consistent with member agency policies.
- iv. Recommend a replacement if a member leaves the task 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 AWFCG Chairperson. This charter will be revised upon recommendation of a majority of the ISTG members, direction of the AWFCG, and approval by the AWFCG Chair.

Approval: 
Chair, Alaska Wildland Fire Coordinating Group

Date: 10.26.2017