

ALASKA WILDLAND FIRE COORDINATING GROUP 2022 ALASKA OPERATIONS COMMITTEE CHARTER

I. PURPOSE

The Alaska Operations Committee (hereafter referred to as "Committee") is established under the Alaska Wildland Fire Coordinating Group (AWFCG) to provide an interagency approach to operational activities and issues in fire management for the Alaska Geographic Area.

II. AUTHORITY

Coordinating Group Standard Operating Procedures 2022

III. MEMBERSHIP

The Committee will 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)
- U.S. Forest Service (USFS)
- U.S. Fish and Wildlife Service (FWS)
- National Park Service (NPS)

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

IV. FUNCTIONS

The Committee will:

1. Provide a forum for the exchange of ideas relating to operational aspects of fire management in Alaska issues.
2. Provide advice, counsel, and make recommendations to the AWFCG for a coordinated approach on operational fire and aviation management in Alaska.
3. Perform the role of liaison with the operations committees (or equivalent) of other Geographic Areas.
4. Accompany AWFCG in completion of IMT site visits when teams are mobilized to incidents within or outside of the GACC.
5. Lead and coordinate the Alaska Interagency Spring Operations meeting which includes integration of AK IMT Workshop, Alaska Fire Science Consortium (AFSC) and FMO/AA meetings.
6. Identify and coordinate with IMT representative as identified by IC's. Strive to combine like topics which may cross over to FMO/AA/AFSC portion of meeting.
7. Identify and coordinate with respective Protection, Jurisdictional FMO and AA as identified in appendix B, Spring meeting rotation.
8. Maintain separate agendas until final draft is complete and agreed upon.
9. Facility location rotation. Location to be determined in conjunction with AWFCG along with payment, capture in master agreement.

10. Develop and maintain interagency guidelines and procedures on the following specific issues:
 - a) Review the National Interagency Mobilization Guide and provide comments as appropriate to AWFCG (Alaska Interagency Coordination Center (AICC) function; Committee will provide oversight).
 - b) Provide direction to the Alaska Interagency Mobilization Guide (AICC function; Committee will provide oversight).
 - c) Make recommendations to AWFCG on S-520/620 nominations. Work with the ICs to identify respective mentors to accepted students.
 - d) Provide recommendations for coordinated direction on interagency operational issues such as, but not limited to: aviation, crews, equipment and technology needs, position needs analysis (in conjunction with the Fire Training and Qualification Committee), fire and aviation safety (in conjunction with the Alaska Firefighter Safety and Health Committee), and efficient use of resources and capital improvements analysis.
11. Provide recommendations to the AWFCG regarding management of the Alaska Interagency Type 1, Type 2 and Complex Incident Management Teams.
 - a) Recommendations of Incident Commanders will be made by the Operations Committee and approved by AWFCG.
 - b) Selection of the remainder of the Incident Management Team(s) members standing roster and mobilization rosters will be completed by the IMT's in cooperation with AICC and the Operations Committee, in consultation with the Incident Commander(s).
 - c) AWFCG manages IMT availability in conjunction with Operations Committee PL3 and below.
 - d) MAC manages IMT availability in conjunction with Operations Committee PL4 and above.

V. ORGANIZATION AND STRUCTURE

1. The Committee Chair and Vice-Chair will rotate annually between the member agencies. During the week of the Interagency Fall Fire Review the Chair will rotate out, the Vice-Chair will advance to the Chair position, and the Vice-Chair position will be assumed by the representative for the next agency in the rotation.
2. Previous Committee Chair will assist newly tenured Chair and Vice-Chair to build consistency between annual rotations.
3. For purposes of this Committee, a quorum (minimum number required to conduct official business) requires a majority of the members. Two-thirds ($\frac{2}{3}$) of the members comprise a majority.
4. Member duties and responsibilities:

CHAIR

- a) Foster teamwork and collaboration to ensure cooperation in completion of assignments and tasks as identified by AWFCG and within this charter.
 - Organize formal and/or informal (ad-hoc) task groups as needed and agreed upon.
 - Seek out realistic timelines, benchmarks and due dates considering collateral duty nature of work/assignments.
- b) Empower Operations Committee members to participate as an all-inclusive, diverse group of

operational experts. Delegate duties as needed.

- c) Establish Committee meetings, arrange for meeting platforms, facilities and seek input on agenda items/topics prior to meetings.
- d) Request attendance of specific individuals at any Committee meeting.
- e) Represent the Committee with AWFCG and attend at least one AWFCG meeting per year.
- f) Coordinate and collaborate with AWFCG and Operations committee liaison as needed to verify report out needs at monthly meetings and/or taskings.
- g) Organize, collate, and prepare all related materials related to Operations committee.
 - Maintain AWFCG Operations Committee “Teams” channel and populate with pertinent data.
- h) Maintain minutes, notes and other files/data as needed or as delegated to Executive Assistant.
- i) Ensure Operations committee representation during AICC/IC/Ops committee rostering call.

VICE-CHAIR

- a) Assume the duties and responsibilities of the Chair when the Chair is absent.
- b) In the absence of a Executive Assistant, the Vice-Chair will assume responsibilities of EA.

EXECUTIVE ASSISTANT

- a) Responsible for taking notes at meetings.
- b) Disseminate draft notes to members for final approval.

(Note: The Executive Assistant position will be recruited from with the members' agencies and approved within the Operations Committee.)

MEMBERS

- a) Be an active and engaged participant representing your respective agency as an operations committee member.
- b) Provide assistance as requested. Review information submitted by committee members and/or task groups.
- c) Serve as a formal and informal liaison between the Committee and respective agency personnel.
- d) Communicate and disseminate Committee actions to foster transparency on current assignments, projects, taskings and initiatives.
- e) Provide an agency representative when not available, exception would be chair and co-chair.

AWFCG LIAISON (Advisory role only in addition to six agency members)

- a) Communicate objectives and directions established by AWFCG.
- b) Inform Committee of tasks assigned by AWFCG and follow-up on Due Dates.
- c) Actively participate in Committee meetings as an Advisor.
- d) Facilitate Committee presentations to AWFCG.
- e) Facilitate inter-Committee communication.
- f) Communicate issues/impasse which cannot be resolved to AWFCG.
- g) Identify a AWFCG Liaison representative if unavailable.

VI. TASK GROUPS

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

1. 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 timeline for completion.
2. A Task Group will sunset upon completion of its task unless additional work is assigned and/or identified.
3. Member agencies will select their respective representatives on a Task Group. However, the Committee may request specific subject matter experts.

VII. MEETINGS AND REPORTS

1. The Committee will strive to meet monthly. Face to face meetings will occur in the spring and fall and may coincide with the Spring Meeting and Fall AAR.
2. The Committee will report activities to AWFCG periodically or upon request.

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: January 7, 2023

Susanne Rodman

Appendix A: Spring Incident Management Team, Fire Management Officer, Agency Administrator, Alaska Fire Science Consortium Meeting

Benchmark Dates:

October	Fall Fire Review	Identify Responsible Agency Individuals
March 1 st	IMT/FMO/AA/AFSC Spring Meeting	Final Agenda complete

Spring IMT/FMO/AA/AFSC Rotation:

2023	Galena Zone Tok Area NPS Jurisdictional FMO and Agency Administrator
2024	Tanana Zone Mat-Su/McGrath Area BIA Jurisdictional FMO and Agency Administrator
2025	USFS/BLM Copper River Area BLM JA and Agency Administrator
2026	Military Zone Fairbanks Area AK DOF and Agency Administrator
2027	Upper Yukon Zone Tok Area USFWS FMO and Agency Administrator

2028	Galena Zone Delta Area NPS FMO and Agency Administrator
2029	Tanana Zone Mat-Su/McGrath Area BLM Jurisdictional FMO and Agency Administration
2030	USFS/BLM Copper River Area USFS JA and Agency Administrator