

# **AWFCG, Wildland Fire Education and Prevention Committee STANDARD OPERATING PROCEDURES**

**This document further defines the roles, duties and responsibilities of the members as outlined in the Charter.**

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## **VISION**

All people understand the role of fire in Alaskan ecosystems and are able to live safely within them.

## **MISSION**

To coordinate activities and develop materials for fire education and prevention.

## **MEMBERSHIP**

Active voting member agencies as of Nov. 7, 2013 include:

*Alaska Department of Environmental Conservation  
Alaska Department of Fish & Game  
Alaska Department of Natural Resources, Division of Forestry  
Bureau of Land Management  
National Park Service  
U.S. Fish and Wildlife Service  
USDA Forest Service*

Eligible member agencies not currently represented include:

*Association of Village Council Presidents  
Anchorage Fire Department  
Bureau of Indian Affairs  
Chugachmiut*

*Tanana Chiefs Conference, Inc*

## **ORGANIZATION AND STRUCTURE**

### ***Accountability***

All WFEP members will be held accountable for their roles and responsibilities. Performance issues that cannot be resolved by the WFEP Chair will be escalated to the AWFCG representative for resolution.

### ***Membership Duties/Responsibilities***

#### ***CHAIR***

- Sends AWFCG emails, meeting agendas and notes to WFEP
- Sends WFEP notes to WFEP and AWFCG recorder.
- Annually updates the committee contact list.
- Maintains an external hard drive to store all documents created by the committee. This hard drive will be passed on during the chair succession.

#### ***VICE-CHAIR***

- Assume the role of chair if the current chair is unable to perform duties.

### **MEMBERS**

- Engage in committee meetings and projects.
- Read and be prepared to comment on all pre-meeting materials.
- Participate in tasks and activities.
- Complete all assigned tasks within agreed-upon timeframes.
- Represent the expertise, policies and positions of their organization.
- Have authority to speak for their organization or user community.
- Distribute the workload among all members.
- Support and promote WFEPCC strategies, decisions, concepts, and efforts.
- Seek assistance from the members' organizations to obtain resources when needed.
- Review the WFEPCC Charter when the Chair rotates.
- Review and update the Standard Operating Procedures and Action Plan annually during an in-person meeting.
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### **AWFCG LIAISON**

- Liaison provides the committee tasks as assigned by the AWFCG and ensures that the committee reports back on progress. Liaison will be sent notes for any calls or meetings they are unable to attend.

## **MEETINGS AND REPORTS – Meetings include both in-person and conference calls.**

### **Ground Rules**

- Respect All Opinions
- Keep on Track
- Cell Phones – Quiet Mode or Off
- No side conversations (focus on speaker)
- Stay Engaged
- Enjoy and Celebrate our Successes
- Clean up!

### **Guidelines**

- The primary purpose of any WFEPCC meeting is to fulfill the WFEPCC mission.
- Duration of conference calls will be limited to one hour.
- Members must notify Chair of any support needs at least 1 week prior to a meeting.
- Presentations made to the WFEPCC should be relevant and concise.
- Once a presentation is concluded and issues are clarified or questions answered, only the WFEPCC members will discuss the issue and make any related decisions.
- Informational materials may be distributed at the meeting. Presenters should provide printed copies for all attendees.
- Presenters must provide electronic copies of presentations prior to their presentation so that accurate meeting notes can be maintained.
- Members will participate in meeting facilitation as determined by the Chair.

## ***Attendees***

In general, WFEPCC meetings are open. Depending on specific agenda topics, the WFEPCC Chair reserves the authority to restrict attendance for all or part of WFEPCC meetings. When appropriate, individuals from outside the WFEPCC membership may be requested to participate to provide needed expertise.

## ***Agenda***

- Use the WFEPCC agenda template.
- Agendas will be sent via email.
- Bin Items (other issues/topics which arise during a meeting and are not included on the agenda) will be included on the agenda.

## ***Decision Making***

- A quorum consisting of a majority of the active members of the WFEPCC is required to conduct official business.
- The preferred decision making process is by consensus. If consensus cannot be reached, a vote will be taken and majority will determine the approved alternative/recommendation.
- Members may find it necessary to vary the decision or product to fit within their agency's rules and regulations.

## ***Meeting Notes***

- Use the WFEPCC notes template.
- For conference calls, the note taking rotation order by active members is as follows:
  - National Park Service
  - Anchorage Fire Department
  - Bureau of Indian Affairs
  - Alaska Department of Environmental Conservation
  - Association of Village Council Presidents
  - Alaska Department of Fish and Game
  - Bureau of Land Management
  - Chugachmiut
  - Tanana Chiefs Conference, Inc.
  - U.S. Fish and Wildlife Service
  - USDA Forest Service
  - Alaska Department of Natural Resources, Division of Forestry
- The note taker for the next meeting will be listed on the notes from the previous meeting.
- When the committee meets in person, the Chair will select note takers or provide one from outside of the committee.
- A draft version of the meeting notes will be sent via email to the WFEPCC within 1 week of each meeting.
- WFEPCC members will have 1 week to review the notes and provide corrections or additions to the Chair via email or phone.
- Within 2 weeks, the final version of the notes will be sent via email to the committee and the AWFCG recorder.
- The notes will serve as a permanent record of each proceeding.
- Historical records are a key reference component for the success of the WFEPCC. The WFEPCC has the responsibility to assure that notes are taken during each meeting. Notes need not be verbatim but must be complete, concise, coherent, and accurate and recorded on the standard template. They must include the date, time

and location of the meeting, names of attending members and guests, main topics of discussion, and all decisions and action items defined by the group.

### ***Action Items***

- During meetings, certain tasks may be identified that require completion outside of meeting time frames. These tasks are referred to as “action items.” Action items are not only the task to be accomplished and the person(s) responsible for task completion but also the completion target date. WFEPc members responsible for action items agree to make every effort to comply with due dates.
- The WFEPc has the responsibility to assure that action items are addressed in meeting notes. These items will be reviewed and updated before, during and after meetings as designated by the Chair. Prior to the end of each meeting, any resulting new action items will be reviewed and added to the notes.

## **COMMUNICATION**

### ***Internal***

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- Email Contact List – emails should be sent to all active committee members.

### ***External***

#### ***Websites***

- Official AWFCG products and materials developed by the WFEPc will be made available on the AWFCG main webpage, accessed via the Alaska Interagency Coordination Center website at <http://fire.ak.blm.gov> and the WFEPc Neighborhood on the public site of My Fire Community.
- The AWFCG Smoke Education Strategy is found at: [www.dec.state.ak.us/air/smoke\\_ga.htm](http://www.dec.state.ak.us/air/smoke_ga.htm).
- Agencies will make every effort to make official committee products available on their individual websites.