

# ALASKA WILDLAND FIRE COORDINATING GROUP DATA MANAGEMENT COMMITTEE CHARTER

## I. PURPOSE

The Data Management Committee (hereafter referred to as "the Committee") is established under the Alaska Wildland Fire Coordinating Group (AWFCG) to provide an interagency forum to address Alaska wildland fire data management concerns. The Committee will work toward the following goals:

- Improve the quality of existing data
- Identify and bridge gaps in existing datasets
- Identify additional datasets needed by the Alaska Wildland Fire Community and develop strategies for acquiring them
- Maintain data consistency between applications.
- Support data requests

## II. AUTHORITY

The Data Management Committee is established under the authority of the Alaska Wildland Fire Coordinating Group (AWFCG): Memorandum of Understanding, Section V.

## III. MEMBERSHIP

- A. Committee membership is offered annually to each AWFCG member agency/organization including one primary committee member and one or more alternates. AWFCG member agencies/organizations may choose to not be represented on the committee but do not forfeit their right to comment and vote on committee recommendations that have been presented to AWFCG.
- B. One AWFCG primary member will be selected to serve as liaison between the Committee and AWFCG and facilitate communication between the two entities. The Liaison may serve as a primary Committee member for their agency/organization or may serve in addition to a primary. In either case, an agency/organization is only entitled to one vote within the Committee.
- C. Ideally, Committee membership should be functionally as well as organizationally diverse and represent a broad cross-section of wildland fire functional areas and expertise including:
  - Planning
  - Dispatch
  - Information Technology
  - GIS
  - Operations
  - Aviation
  - Logistics/Support
  - Finance/Administration/Incident Business
  - Fire Ecology/ /Fire Behavior/ Forestry & Fuels Management

- D. Subject matter experts from within AWFCG member agencies/organizations or from agencies, organizations or institutions external to AWFCG may be invited to participate in and/or coordinate projects and proposals as deemed necessary by the Committee.

#### **IV. FUNCTIONS**

- A. Provide an interagency forum for the exchange of information related to wildland fire data management in Alaska that recognizes the importance of data across all functional areas.
- B. Work to ensure coordination between AWFCG member agencies/organizations to provide for the efficient development and use of data and applications in support of wildland fire management in the Alaska Geographic Area.
- C. Recommend and review Alaska interagency standards and processes to ensure that quality data and tools are available for use in wildland fire management activities.
- D. Monitor developments to National data sources, standards, applications, and processes. Respond to proposed changes and work to ensure that the Alaska interagency wildland fire community's needs are met.
- E. 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.
- F. Organize task groups as needed to study specific data concerns and identify potential solutions to problems.

#### **V. ORGANIZATION AND STRUCTURE**

- A. The core members will elect an initial Chair and Vice-chair for a one year term of office. Thereafter, the Chair and Vice-chair duties will rotate among the participating agencies/organizations with the Chair role being filled by the previous Vice-chair and the new Vice-chair being selected from the next participating agency/organization on the rotation list:
  - 1) Bureau of Land Management (BLM)
  - 2) Chugachmiut
  - 3) State of Alaska-Division of Forestry (ADNR-DOF)
  - 4) U.S. Forest Service (USFS)
  - 5) Tanana Chiefs Conference
  - 6) State of Alaska-Department of Fish and Game (ADF&G)
  - 7) National Park Service (NPS)
  - 8) Association of Village Council Presidents
  - 9) State of Alaska-Department of Environmental Conservation (ADEC)
  - 10) U.S. Fish and Wildlife Service (FWS)
  - 11) Bureau of Indian Affairs (BIA)
- B. The new Chair/Vice Chair will be announced during the Interagency Fall Fire Review and their terms will begin on January 1.
- C. Task groups may be developed to address specific technical issues that can be resolved within a short term and finite timeframe. Task group reports and recommendations will be submitted to the Committee for approval and/or further action.

## **VI. MEETINGS AND REPORTS**

- A. Committee meetings will be held as often as necessary with a minimum of two per year. The Committee Chair is responsible for scheduling and facilitating.
- B. The Committee will keep meeting notes. The Committee Chair will ensure meeting notes, and relevant decisions, products and reports are properly stored and cataloged. The Committee Chair will submit final notes to the AWFCG Liaison.
- C. The Committee Chair will report out as necessary at the Alaska Interagency Spring Operations meeting, the Alaska Interagency Fall Fire Review, and/or other venues as appropriate.
- D. The AWFCG Liaison will report routine information back and forth between the Committee and the AWFCG and facilitate detailed reports or in person attendance at AWFCG meetings from individuals associated with the Committee when needed.

## **VII. MEMBER DUTIES AND RESPONSIBILITIES**

### **A. CHAIR**

- 1. Schedule Committee meetings, arrange for meeting facilities and/or virtual platforms.
- 2. Prepare Committee meeting agendas.
- 3. Distribute meeting invites and agendas to the Committee and invite other individuals as needed.
- 4. Facilitate Committee meetings.
- 5. Maintain meeting minutes, notes and other Committee files/data as needed.
- 6. Coordinate any administrative actions necessary to complete Committee assignments
- 7. Assemble, collate and prepare all material to be acted upon by the Committee.
- 8. Assign Task Groups as needed.
- 9. Foster a safe, healthy, and inclusive working environment within the Committee. Elevate any concerns through the appropriate channels.
- 10. Attend at least one AWFCG meeting per year.

### **B. VICE-CHAIR**

- 1. Assist the Chair with duties as needed.
- 2. Assume the duties and responsibilities of the Chair when the Chair is absent.
- 3. Prepare to assume the duties and responsibilities of the Chair in the upcoming annual rotation.

### **C. ALL MEMBERS**

All members will:

1. Represent their agency/organization within the Committee.
2. Participate in Committee meetings, taskings, and projects and provide perspective that draws upon individual background and experience.
3. Report out on individual or task group progress when assigned.
4. Review Committee products prior to release.
5. Keep their agency/organization apprised of Committee activity including progress on current taskings and projects as well as new developments.
6. Solicit input from their agency/organization on current Committee taskings and projects and on additional needs.
7. Provide additional assistance as requested by the Chair or Vice-chair.

### **D. AWFCG LIAISON**

The Liaison will:

1. Provide the Committee with guidance regarding AWFCG processes and intent.
2. Keep AWFCG apprised of Committee activity including progress on current taskings and projects as well as new developments.
3. Solicit input from AWFCG on current taskings and projects and on additional needs.
4. Forward Committee recommendations to AWFCG.
5. Forward AWFCG taskings to the Committee.
6. Facilitate any Committee special needs or funding requests with AWFCG.
7. Represent the Committee during AWFCG meetings when the Committee Chair is not present.

## **VIII. RECOMMENDATIONS PROCESS**

- A. A quorum requires representation by a majority of the agencies/organizations with assigned membership in the Committee. A quorum must be present for a meeting to be officially recognized. The Chair will confirm a quorum has been met through roll call at each meeting.
- B. The Committee and any of its task groups may develop recommendations for actions that further the goals of the Committee. The Committee is made up of subject matter experts and it is expected that recommendations will be useful to decision makers within the member agencies/organizations. Recommendations will be agreed upon by a Committee quorum through consensus prior to being forwarded by the Liaison to AWFCG for approval.
- C. All decisions must comply with the policies and regulations of the affected agencies/organizations. Final decisions for recommendations with policy or fiscal implications

will generally be made by Authorized Officers or Agency Administrators from respective agencies/organizations.

## **IX. FINANCIAL SUPPORT**

There is no budget associated with the Committee. Routine expenses for members associated with meeting attendance and Committee participation (including time, travel, equipment, etc.) will be borne by the member agencies/organizations. Training costs will be primarily borne by member agency/organization, with assistance from other members as needed.

Committee recommendations with financial implications must be approved by the appropriate authorities within the affected agencies/organizations prior to being implemented.

## **X. APPROVAL**

This charter is effective as of the date signed and approved by the AWFCG. This charter will be revised only upon recommendation of a majority of the Committee members and approval by the AWFCG.

Approval:    
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Chair, Alaska Wildland Fire Coordinating Group