

ALASKA WILDLAND FIRE COORDINATING GROUP OPERATIONS COMMITTEE CHARTER

Revised 1/22/2014

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

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

III. MEMBERSHIP

- A. 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)
 - National Park Service (NPS)
 - U.S. Fish and Wildlife Service (FWS)
- B. 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:

- A. Provide a forum for the exchange of ideas relating to operational fire management issues.
- B. Provide advice, counsel and make recommendations to the AWFCG for a coordinated approach on operational fire and aviation management issues for Alaska.
- C. Perform the role of liaison with the operations committees (or equivalent) of other Geographic Areas.
- D. Develop and maintain interagency guidelines and procedures on the following specific issues:
1. Review the National Interagency Mobilization Guide and provide comments as appropriate to AWFCG (Alaska Interagency Coordination Center (AICC) function; Committee will provide oversight).

2. Provide direction to the Alaska Preparedness Plan, Alaska Interagency Mobilization Guide Chapter 20 (AICC function; Committee will provide oversight).
3. Make recommendations to AWFCG on S-520/620 nominations.
4. Provide recommendations for coordinated direction on interagency operational issues such as, but not limited to: air operation, 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.
5. Provide recommendations to the AWFCG regarding management of the Alaska Interagency Type 1 and Type 2 Incident Management Team.
 - a) Selection of Incident Commanders will be made by the AWFCG.
 - b) Selection of the remainder of the Incident Management Team(s) members will be completed by the Operations Committee, in consultation with the Incident Commander(s), with final approval of the AWFCG.
6. Type 2 Emergency Fire Fighter (EFF) Crew Management Guide.

V. ORGANIZATION AND STRUCTURE

- A. 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.
- B. 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.
- 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. Represent the Committee with AWFCG and 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

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

EXECUTIVE ASSISTANT

1. Responsible for taking notes at meetings.
2. Disseminate draft notes to members for final approval.
3. (Note: The executive assistant position will be recruited from with the members' agencies and approved within the Operations Committee.)

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.

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

1. Communicate objectives and directions established by AWFCG.
2. Inform Committee of tasks assigned by AWFCG and follow-up on Due Dates.
3. Actively participate in Committee meeting as an Advisor.
4. Facilitate Committee presentations to AWFCG.
5. Facilitate inter-Committee communication.

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. Preferred schedule:
- Spring Session
 - Fall Session
- 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: Charlie Sink Date 4/30/2014
Charlie Sink