

## Appendix 11

### National Multi-Agency Coordinating Group National Interagency Fire Center Operations Plan May 2008

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USDA Forest Service  
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Tom Nichols  
National Park Service  
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Dan Smith  
National Association of State Foresters  
Fire Director, NIFC

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Lyle Carlile, Chair, National MAC Group  
Bureau of Indian Affairs  
Fire Director, NIFC

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Mike Dougherty  
US Fire Administration  
Wildland Fire Program Manager

## **General Protocol:**

- ❖ Weather and situation briefings will begin promptly at 1000. An additional weather and situation briefing will be held at 1600 when in Preparedness Level 4 and 5.
- ❖ National Multi-Agency Coordinating (NMAC) Group meetings will last no longer than one hour (normally) and will be convened by the NMAC Chair.
- ❖ The NMAC Coordinator will be the NICC Manager or acting.
- ❖ The NMAC Coordinator will be the meeting facilitator.
- ❖ The NMAC Coordinator will keep the meeting on schedule, ensure closure on issues, and assure that decisions are accurately documented.
- ❖ Adequate coordination/information sharing should take place to ensure issues are presented in a clear and concise manner.
- ❖ NMAC Coordinator or the Chair will provide a daily summary of potentially significant policy or politically sensitive issues to the DOI Office of Wildland Fire Coordination and USFS Director, Fire and Aviation Management during National Preparedness Levels 4 and 5 or as otherwise determined.

## **The Delegated authorities for the NMAC are:**

- ❖ Provide oversight of general business practices between NMAC and the GMACs.
- ❖ Establish priorities among the Geographic Areas.
- ❖ Direct, control and allocate or reallocate resources among or between Geographic Areas to meet national priorities.
- ❖ Implement decisions of the NMAC. The NMAC Chair will rotate among the agencies with fire management responsibilities. If an agency is unable to fill the Chair, the responsibility will rotate to the next agency. The next agency in the rotation will act as the Vice Chair. In the case of an acting in the Chair position, the Chair responsibilities will rotate to the Vice Chair or the next primary member in attendance. This is a two year rotation. The rotation is as follows:

National Association of State Foresters (NASF)  
Bureau of Land Management (BLM)  
Bureau of Indian Affairs (BIA)  
US Forest Service (USFS)  
US Fish and Wildlife Service (USFWS)  
National Park Service (NPS)  
US Fire Administration (USFA)

- ❖ Correspondence giving direction to Geographic Areas will be signed by the NMAC Chair. Information correspondence will be signed by the NMAC Coordinator.
- ❖ NMAC members will be assigned as a liaison to the NIFC External Affairs Group. As appropriate the liaison will brief the External Affairs Group immediately after the NMAC meeting. The liaison will rotate on a weekly basis.
- ❖ On a weekly basis (when required) an NMAC member will be designated as the media spokesperson. The weekly rotation will follow the same order as the rotation for NMAC Group Chair.
- ❖ NMAC members will be assigned as a liaison to a specified Geographic Area. In some cases, an NMAC member may be assigned to more than one Geographic Area. Geographic Area liaisons are as follows:

**Rocky Mountain , Eastern Area** – Dan Smith (NASF)  
**California** – Mike Dougherty (USFA)  
**Great Basin** – John Glenn (BLM)  
**Northern Rockies** – Tom Nichols (Acting - NPS)  
**Northwest** – Lyle Carlile (BIA)  
**Alaska, Southern Area** – Brian McManus (USFWS)  
**Southwest** – Karyn Wood (USFS)

- ❖ During National Preparedness Levels 4 and 5 an NMAC Support Organization will be implemented and may consist of the following positions:
  - MAC Group Coordinator
  - Planning Specialist
  - Operations Specialist
  - Strategic Planning Specialist
  - Large Scale Fire Assessment Specialist
  - Critical Resource Specialist
  - Display Specialist
  - Administrative Support

**Meeting Attendance and Participation:**

The 1000 morning briefing and afternoon briefing if applicable, is open for anyone. The meeting begins with a situation and predictive services update. Participants include the NMAC Group, other key people on base such as Public Affairs, Aviation, Contracting, Cache Manager, Communications, NMAC Support Group, visiting officials and other NIFC employees as space allows.

Immediately following the the briefing, the NMAC group will convene. The NMAC Group Meeting is limited to the NMAC Group members, support group, and other invited guests. Time is allowed to identify issues and share essential information. Significant issues should be brought to the attention of the NMAC Coordinator prior to the meeting to facilitate the discussion and ensure the issue is briefly, but clearly, stated.

**NMAC Group Members:**

Bureau of Indian Affairs Fire Director  
Bureau of Land Management Fire Operations Manager  
Fish and Wildlife Service Fire Director  
Forest Service Operations Director  
National Association of State Foresters' Fire Director  
National Park Service Fire Director  
United States Fire Administration

Other attendees will be authorized by the Directors, eg.

National Weather Service (NWS) Meteorologist-in-Charge or designated NWS Representative  
External Affairs  
General Services Administration (GSA) (as appropriate)  
Military Liaison (as appropriate)  
Aviation Management (AMD, USDA-FS, BLM) (as appropriate)  
International Liaison (as appropriate)

**Objectives of Meeting:**

- Identification/resolution of issues (proactive)
- Set priorities
- Allocate scarce resources
- Provide/recommend direction to GMACs
- Determine need for Contingency Plans as appropriate

**MAC Group Decision Model:**

Depending on the situation any of the following models may be used/selected.

- 1: Make a collaborative decision and assign responsibility/expectation (estimated date).
- 2: Delegate a decision with expectations to a NMAC member, the Coordinator, or staff.
- 3: Defer decision for consideration at a later date (e.g. defer for more information or defer for further development of fire situations).
- 4: Determine that the issue is outside the scope of our responsibility. Defer issue to appropriate organization or individual.

NOTE: It is the assigned staff member's or Group's responsibility to track assigned actions/deferred decisions to completion and to notify/involve the Group as appropriate.

## **Meeting/Briefing Agenda**

### **Topic**

- Introductions
- Fire Situation Briefing (8-10 minutes)
- Weather/Fuels Briefing (8-10 minutes)

### **Discussion Leader**

NMAC Coordinator  
NMAC Coordinator  
Predictive Services

## **NMAC Meeting**

### **Topic**

- Issue Identification [Query Group for other pertinent information or emerging issues] (8-10 minutes)
- NMAC Group Issues
- Resource Availability/Shortages
- Review of last meeting action items
- Establish Priorities/Discussion 1/
- Allocate Scarce Resources 1/
- Validation of Preparedness Level
- Other Issue Resolution 2/
- VIP Tours/Interface
- Review Meeting Decision/Actions and initiate follow-up action as may be appropriate

### **Discussion Leader**

NMAC Coordinator  
  
NMAC Coordinator  
NMAC Coordinator  
NMAC Group  
NMAC Group  
NMAC Group  
NMAC Group  
NMAC Group  
NMAC Coordinator

An executive session may be called. Attendance is limited to NMAC members.

1/ MAC Coordinator will summarize for record within 48 hours.

2/ Person raising issue will lead discussion and briefly summarize any decision made for recorder.

## **Communications to the Field**

Communications of NMAC decisions will be via the dispatch/coordination system or by agency correspondence channels as appropriate. Information will be either e-mailed or faxed. Geographic Area Coordinators will be sure and notify Geographic Area MAC groups or Geographic Area Coordinating Groups of NMAC information and decisions. As appropriate, this information will also be posted to the web site.