

National Multi-Agency Coordinating Group
Incident Commander Advisory Council
Charter

Background

The National Multi-Agency Coordinating Group (NMAC) provides an essential management mechanism for national-level strategic coordination to ensure that firefighting resources are efficiently and appropriately managed in a cost-effective manner. NMAC is responsible for: establishing National and Geographic Area Multi-Agency Coordinating Group (GMAC) business practices; ensuring timely national level incident information and firefighting resource status; setting national priorities among Geographic Areas (GA); directing, allocating and reallocating firefighting resources among GAs to meet NMAC priorities; anticipating and identifying future firefighting resource requirements and coordinating and resolving firefighting resource policy issues.

NMAC hereby charters an advisory council to ensure that the interests of the wildland fire incident commanders (IC) are appropriately represented.

Name

By this charter, NMAC establishes and authorizes the Incident Commander Advisory Council hereinafter referred to as the ICAC or Advisory Council.

Authority

The Advisory Council is established pursuant to the charter authority granted to the parent group through the Delegation of Authority establishing NMAC. The Advisory Council is delegated the authority to:

- Convene meetings, schedule agenda items, make contacts, negotiate work assignments, and create task groups, sub committees or units.
 - This authority is delegable to subgroups.

Purpose

The Advisory Council purpose is to identify, provide input, analysis and advice on issues brought to the Advisory Council from NMAC. The Advisory Council will also define and elevate interagency issues that impact the IMTs and Geographic Areas and bring forth recommendations to NMAC with suggested alternatives and actions.

NMAC will forward issues appropriate for NWCG action to NWCG.

The scope of the Advisory Council 's work is described as incorporating federal, state and local wildland fire agencies, as well as DHS/FEMA organization entities and work groups related to the National Response Framework, National Incident Management System and related policies and procedures.

Primary Membership (voting)

The Advisory Council is made up of an elected representative from each GA identified by the GA IC Councils, two state Incident Commanders assigned by the National Association of State Foresters (one from the eastern states and one from the western states) and one NIMO IC. The representative will not have a designated length of term and is designed to provide long term consistency for the Advisory Council from each area.

- Eastern Area
- Norther Rockies
- Rocky Mountain
- Pacific Northwest
- Southern Area
- Alaska
- California
- Great Basin
- Southwest
- NASF – East
- NASF – West
- NIMO

The Advisory Council leadership will include a Chair, Vice Chair, and Shadow Vice Chair selected from the primary membership. The expectation is that an elected member will serve a minimum of three years. Annually, at the Spring Meeting a Shadow Vice Chair will be elected and serve in that position for one year. The following year, he/she will move to the Vice Chair position, and the third year he/she will move to the Chair position. In the event one of the three leadership members vacate their role prior to three years, the vacant position will be open for nominations and filled.

The ICAC will operate by consensus. Consensus is defined as everyone being willing to support a recommendation after having heard the minority opinion. If consensus is not achieved, the Advisory Council will forward the majority recommendation and the minority opinion to NMAC for consideration. All members will support the final recommendations to NMAC.

NMAC Liaison

- The Vice Chair of NMAC is an assigned liaison to the Advisory Council serving as a non-voting member and advisor.
- Annually, the Chair will provide the name of the Advisory Council Chair and Vice Chair to the NMAC liaison.

Cooperation and Coordination

The ICAC will work with stakeholders and partners to ensure appropriate coordination, collaboration, and information sharing. The stakeholders and partners include but are not limited to:

- Incident Workforce Development Group (IWDG)
- National Interagency Coordination Center (NICC)
- National Predictive Services

- Geographic Area Coordination Center Managers
- Geographic Area Multi-Agency Coordinating Groups (GMAC)
- Coordinating Group Advisory Council (CGAC)

Responsibility

The Advisory Council's primary responsibility is to provide improved communication and coordination between NMAC and associated groups. This may be accomplished through:

- Providing a forum for geographic area IC council's and IMTs to elevate agency related issues, innovations and concerns that impact geographic areas.
- Communicating to NMAC, issues and concerns that are common amongst Geographic Areas related to IMT management and coordination.
- Providing members for strategic working teams to support specific projects or tasks related to IMTs and their interagency coordination or to address specific issues identified by NMAC that may require additional expertise and/or in-depth analysis and review.
- Providing representation to the CGAC.
- Providing representation to IWDG.
- Providing recommendations to NMAC, NICC and NWCG on interagency issues that impact the IMTs and the Geographic Areas.
- Making specific work assignments to Advisory Council members and/or appointing subgroups from outside the Advisory Council membership to work on specific projects.

Chair Responsibilities

- Will maintain the official Advisory Council membership and address list for communications.
- Represents the Advisory Council when presenting or elevating recommendations to NMAC, other working teams and, as appropriate, when contacting outside individuals or groups.
- In coordination with membership, identify needed subgroups and assign work.
- For NMAC taskings, coordinate through NMAC for chartering subordinate group and assigning work on an ad hoc basis.
- Keeps the NMAC Liaison advised of meeting dates and locations.
- The Chair may delegate responsibilities to the Vice Chair when unavailable or needing assistance.

Vice Chair Responsibilities

- The Vice Chair will assume the duties of the Chair in the absence of the Chair.

Member Responsibilities

Each Geographic Area IC Council will identify an IC to serve as their GA representative to ICAC.

- Assure ICs of established Type 3 IMTs are participatory in their respective GA IC Council.
- Distribute information to ICs within their respective GACC.
- Coordinate specific requests/responses to the Chair or Vice Chair.
- Attend all meetings/calls. If unavailable for meetings/calls, identify an alternate and provide information to the Chair prior to the meeting/call.

Meetings and Reports

The Advisory Council will meet face-to-face annually and virtually monthly. The Advisory Council will set the dates for the calls at the face-to-face meeting. The Chair will send out a request for agenda items and announce the virtual meeting 14 days prior to the call. Copies of the Advisory Council meeting minutes will be distributed in a timely manner to Advisory Council members and NMAC Liaison.

Charter Approval

Approved:

Chair, NMAC