

National Multi-Agency Coordinating Group

Coordinating Group 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 MAC business practices; ensuring timely national level incident information and firefighting resource status; setting national priorities among Geographic Areas; directing, allocating and reallocating firefighting resources among Geographic Areas 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 coordinating groups are appropriately represented.

Name

By this charter, NMAC establishes and authorizes the Coordinating Group Advisory Council hereinafter referred to as the CGAC or Advisory Council.

Authority

The Advisory Council is established pursuant to the charter authority granted to the parent NMAC 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.
- Create subcommittees, units and task teams. This authority is delegable to subgroups.

Purpose

The Advisory Council is to develop improved communications/cooperation between the Geographic Coordination Centers (GACC), NMAC and the National Wildfire Coordinating Group (NWCG). The Advisory Council will identify and elevate collective issues to NMAC. To accomplish this goal, the Advisory Council will 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 Geographic Areas and bring forth recommendations to NMAC with suggested alternatives and actions. It is expected that Geographic Area Coordinating Groups

(GACG) will identify and elevate specific geographic issues directly with their respective NMAC representatives. 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.

Membership

The Advisory Council is made up of an elected representative from each GACG and a member from the National Incident/Area Commander Council (IC/AC). The representative will not have a designated length of term and is designed to provide long term consistency for the Advisory Council from each GACG.

The Advisory Council Chair and Vice Chair will be an elected position through the voting members of the Advisory Council. Tenure will be 2 years, unless adjusted by the Advisory Council, with transition to the new Chair/Vice Chair normally occurring at the annual NMAC/CGAC meeting. Preference would be for the Chair and Vice Chair replacements to be staggered to maintain continuity of operations.

Annually, by February 1, the Chair will provide the name of the Advisory Council Chair and Vice Chair to the NMAC liaison and to the NICC Center Manager. NMAC will select a permanently assigned liaison to the Advisory Council serving as a non-voting member and advisor. The Executive Council will be known as the primary members and any subject matter experts or specific individuals as requested.

- Primary Member (voting): Primary members consist of the GACG's elected representative or their designee. The two Geographic Areas within California are represented by the California Wildland Fire Coordinating Group elected representative.
- Associate Member (non-voting): National Coordinator, NMAC Liaison, Northern California and Southern California Geographic Area representatives, IC/AC member.

Cooperation and Coordination

The CGAC will work with stakeholders and partners to ensure appropriate coordination, collaboration and information sharing. The stakeholders and partners include:

- National Incident Coordination Center
- National Predictive Services
- Incident Management Teams
- Geographic Area Coordination Center Managers

Responsibility

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

- Providing a forum for GACG's and their sub-committees, Incident Management Teams and Geographic Area coordinators 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 NMAC coordination.
- Providing members for strategic working teams to support specific projects or tasks related to geographic areas and national interagency coordination.
- Providing representation to the IC/AC group.
- Providing recommendations to NMAC, NICC and NWCG on interagency issues that impact the Geographic Areas.
- Providing NICC Center Manager with specific Geographic Area representatives.
- Making specific work assignments to Advisory Council members and/or appointing subgroups from outside the Advisory Council membership to work on specific projects.
- Serving as the Change Board for the Incident Command Application Program (ICAP).

Chair/Vice Chair Responsibilities:

- The Chair may delegate responsibilities to the Vice Chair when unavailable or needing assistance.
- Will maintain the official Advisory Council membership and address list for communications.
- Will distribute copies of the Advisory Council meeting/conference call minutes within a timely manner to Advisory Council members, NMAC Liaison and NICC Center Manager.
- Represents the Advisory Council when presenting or elevating recommendations to NMAC, other working teams and, as appropriate, when contacting outside individuals or groups.
- Keeps the NMAC Liaison and NICC Center Manager advised as to meeting dates and locations.

Meetings and Reports

The Advisory Council will meet face-to-face once annually and meet by conference call at least four times per year. The Advisory Council will set the dates for the calls at the face-to-face meeting. The Chair will send out a call for agenda items and announce the conference call or meeting 14 days prior to the call.

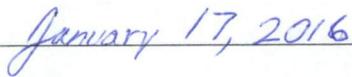
The CGAC will operate by consensus. Consensus is defined as everyone being willing to support a recommendation after having heard the minority opinion. If consensus is not achieved, the Advisory Council will forward the majority recommendation and the minority opinion to NMAC for consideration. All members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

Charter Approval

Approved:



Chair, NMAC



Date