National Multi-Agency Coordinating Group
Operations Plan
2019

/s/ Dan Smith
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National Association of State Foresters
Fire Director, NIFC

/s/ Beth Lund
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US Forest Service
Assistant Director, Operations, NIFC

/s/ Aitor Bidaburu
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USFA/FEMA/DHS
Wildfire Program Manager

/s/ Chad Fisher
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National Park Service
Fire Operations Program Lead, NIFC

/s/ Josh Simmons
______________________________
Bureau of Indian Affairs
Fire Operations, NIFC

/s/ Shane McDonald
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US Fish and Wildlife Service
Fire Director, NIFC

/s/ Ken Schmid
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Bureau of Land Management
Fire Operations, NIFC
**Membership:**
National Association of State Foresters’ Fire Director
Bureau of Indian Affairs Fire Operations Manager
Bureau of Land Management Fire Operations Manager
Fish and Wildlife Service Fire Director
Forest Service Assistant Director, Operations
National Park Service Wildland Fire Operations Program Lead
United States Fire Administration Program Specialist

**Delegation of Authority:**
Delegation(s) of Authority for NMAC membership and participation are established and maintained by each agency through their respective policies and procedures.

**Mission:**
National wildland fire operations management, priority setting, and resource allocation through multi-agency coordination.

**NMAC Roles/Responsibilities:**
- Establishes national priorities among the Geographic Areas (GAs)
- Directs, allocates or reallocates resources among or between GAs to meet national priorities
- Anticipates and identifies future national fire management resource requirements
- Provides oversight of general business practices between NMAC and the Geographic Multi-Agency Coordination (GMAC) groups
- Distributes and archives NMAC:
  - Decisions
  - Direction
  - Best management practices
- Provides an NMAC member as the media spokesperson assisting NIFC External Affairs for issues of national importance (as requested)
- Serves as liaison to a specified GAs:
  - Rocky Mountain – Dan Smith (NASF)
  - California – Chad Fisher (NPS)
  - Great Basin – Ken Schmid (BLM)
  - Northern Rockies – Aitor Bidabura (USFA)
  - Northwest – Josh Simmons (BIA)
  - Alaska, Southern Area – Shane McDonald (FWS)
  - Southwest, Eastern Area – Beth Lund (FS)
- Determines National Preparedness Levels (PLs)
- Determines national fire resource availability to support non-fire incidents (Reference Support to the National Response Framework) during periods of simultaneous fire and non-fire incidents
- Determines activation, coordination and involvement of military and international resources:
  - MAFFS, military ground support, etc.
  - Assistance from New Zealand, Australia, Canada, Mexico, and others
- Manages Area Command teams
- Provides liaison and oversight to the Area Command/Incident Command Group
• Manages Type I incident management team rotations, monitors work/rest cycles.
• Hosts VIP briefings as requested and needed
• Ensures national fire information is coordinated both internally and externally through Joint Information Center (JIC) Coordination (see JIC operations plan on NMAC web page)
• Determines timing and frequency of NICC/NIFC “daily briefing” schedule
• Hosts annual NMAC/GMAC coordination meeting with Coordinating Group Advisory Council (CGAC) and provides NMAC Vice Chair as liaison to the CGAC group
• Hosts monthly NMAC/GMAC coordination calls as needed.
• Approves assignment extensions for national resources.

**NMAC Chair Rotation:**
The NMAC Chair rotates on a two-year cycle starting January 1st.

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

If an agency is unable to fill the Chair, the responsibility rotates to the next agency. The next agency in the rotation will act as the Vice Chair. When an acting is in the Chair position, the Chair responsibilities rotate to the Vice Chair or the next primary member in attendance.

**NMAC Chair responsibilities include:**
- Signs NMAC documents
- Determines the need and schedule for NMAC meetings
  - At least once daily weekdays during PL4 & 5
  - At least once per week during PL3
  - At least once every month during PL 1 & 2
- Works with NMAC Coordinator and members to develop meeting agendas
- Facilitates and leads VIP briefings
- Facilitates the consensus decision process within NMAC
- Provides the primary NMAC representation for briefings, outside meetings, and coordination
- Manages and monitors NMAC meeting attendance and participation
- Determines the need for NMAC executive sessions
- Leads NMAC annual after action review

**NMAC Vice Chair responsibilities include:**
- Serves as NMAC Chair in absence of designated NMAC Chair
- Serves as NMAC Liaison to Coordinating Group Advisory Council
- Identifies a Fire Safety Manager to act as liaison/point of contact for NMAC and safety community
**NMAC Coordinator:**
Normally be filled by the NICC (National Interagency Coordination Center) Manager, or as the need dictates, may be a stand-alone position at National PL-3 or below; it should be filled by stand-alone position at National PL-4 and above.

**NMAC Coordinator responsibilities:**
- Analyzes raw national data from multiple sources, coordinates with NICC, and presents to NMAC
- Facilitates NMAC meetings and calls
- Assists NMAC in collective and timely decision making for:
  - Resource shortages
  - Anticipated needs
  - Allocation Recommendations
- Provides oversight and direction to NMAC Support Group
- In coordination with NICC Manager, ensures NMAC decisions are communicated and implemented

**NMAC Support:**
During high tempo periods, an NMAC Support Organization may be implemented and may consist of one, all, or more of following positions:
- NMAC Coordinator
- Planning Specialist
- Operations Specialist
- Strategic Planning Specialist
- Large Scale Fire Assessment Specialist
- Critical Resource Specialists (Smokejumpers, Crews, Helicopters, Airtankers, etc.)
- Display Specialist
- Administrative Support
The latest Support Model is documented in the NMAC Support Guide revised, August 21, 2008.

**NMAC Executive Sessions:**
NMAC members may request an executive session through the NMAC Chair. NMAC executive sessions will be composed of the seven NMAC members, deputies, NICC Manager, and NMAC Coordinator if stand-alone. Subject matter experts and invited guests may be included in executive sessions upon request by NMAC members.

**NMAC Primary Actings:**
Primary NMAC member agency acting positions will be identified preseason and forwarded to the NMAC Chair. Primary NMAC members are responsible for briefing their actings on NMAC issues and topics and vice versa.

**NMAC Consensus Decision Process:**
The NMAC consensus process focuses on a cooperative dynamic. Only one proposal is considered at a time; NMAC works together to make the best possible decision for the group. Decisions are adopted when all NMAC members consent to the result of discussion about the original proposal. NMAC members who do not agree with a proposal are responsible for expressing their concerns. No decision is adopted until there is resolution of every concern. When concerns remain after discussion, NMAC
members can agree to disagree by acknowledging that they have unresolved concerns, but consent to the proposal anyway and allow it to be adopted. Therefore, reaching consensus does not assume that everyone must be in complete agreement.

**NMAC National Priority Setting:**
The single, overriding priority in all actions is the protection of human life – both that of firefighters and the public. National priorities and drawdown plans will consider the following criteria:
- Maintain GA initial attack capability
- Protect communities and community infrastructure, other property and improvements and natural and cultural resources

When competition for wildland fire resources occurs between wildland fire and non-wildland fire incidents, NMAC will communicate priorities to agency, department, and executive level leadership.

**NMAC Written Correspondence, Dissemination, and Documentation to Geographic Areas:**
The NMAC will utilize a standard format and letterhead in written correspondence to the Geographic Areas that includes the following:
- Signature of NMAC Chair or acting
- NMAC letter head and correspondence number (i.e. NMAC 2017-1)
- Addressed to Geographic Area Chairs
- Distribution to Geographic Area Coordinating Group Advisory Council and Geographic Area Center Managers
- Distribution to NMAC membership

NMAC members are responsible for dissemination of written correspondence to their respective agencies (i.e. BLM NMAC representative will forward information to BLM Fire Associate Director, Deputy Associate Director, State Fire Management Officers and Fire Operations Group).

NMAC correspondence documents will be added to the NIFC NMAC web site. An annual review will take place by the NMAC to determine which documents should stay on the website, or be incorporated into national guides or policy documents (i.e. national mobilization guide, red book, etc.).

Correspondence from the National Wildfire Coordinating Group utilized by NMAC will be coordinated as appropriate and follow NWCG guidelines found at https://www.nwcg.gov/communications-guidance.

**NMAC Briefing/Meeting Format/Outline:**
Frequency and timing for NMAC briefings and meetings are determined by the Chair, typically in consultation with NMAC members, NMAC coordinator and NICC coordinator. Briefings may be held without conducting a follow-up NMAC meeting.

The 1000 morning briefing is open for anyone at NIFC. Participants often include: External Affairs, Aviation, Contracting, Cache Manager, Communications, NMAC Support Group, visiting officials and other NIFC employees as space allows. When visiting officials, groups or VIPs are present, seating may be reserved for them and limited in availability to others.
Items covered during open briefing:

- Fire Situation Briefing (8-10 minutes) NICC Manager, acting, or designee
- Fire Weather/Fuels Briefing (8-10 minutes) Predictive Services

Immediately following the briefing, the NMAC group may convene. *The NMAC group meeting is limited to the NMAC Group members and their actings, NMAC Executive Secretary, NMAC Support Group and SMEs (typically FS/BLM Aviation Representative(s), Military Liaison, International Liaison, External Affairs NMAC Contact, Predictive Services, and NICC Manager).*

NMAC Executive Secretary documents meeting notes and decisions.

NMAC meeting outline:

- NMAC Coordinator and or NICC Manager provide overview of national resource shortages and capabilities, critical needs, overall national assessment.
- NMAC round table briefing, every NMAC member is given an opportunity to address agency and GA issues. This should be brief and only cover information significant for all the NMAC Group.
- Short NMAC SME input, around the room (NMAC members may ask SMEs questions):
  - NMAC Support Group (if operational)
  - Predictive Services
  - External Affairs
  - Aviation
  - Radio (Cache and Frequency management)
  - Cache
  - Military liaison
  - International liaison
  - Validation of Preparedness Level /NMAC Group

- **NMAC SMEs and NMAC support are excused**
- **Primary NMAC members, and/or NMAC actings, NMAC Coordinator, NICC Manager, External Affairs, and Executive Secretary remain in meeting:**
  - Establish Geographic Area priorities/NMAC Group
  - Consensus on allocation of scarce resources, prepositioning /NMAC Group
  - Other NMAC issues identified, decisions, actions, business / NMAC Chair
  - Review and confirm meeting decisions and actions/Executive Secretary
  - NMAC Coordinator implement decisions through NICC Coordinator
  - Address any other executive issues/NMAC Chair