

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.

Name

By this charter, NMAC authorizes the Coordinating Group Advisory Council (CGAC).

Authority

CGAC is established pursuant to the charter authority granted to the NMAC through the Delegation of Authority establishing NMAC. CGAC is delegated the authority to:

- Convene meetings, schedule agenda items, make contacts, negotiate work assignments and create task groups.
- Create subcommittees, units and tasks teams. This authority is delegable to subgroups.

Mission

CGAC will enhance coordination, communication/cooperation, and effectiveness between NMAC and the Geographic Area Coordinating Groups (GACGs).

CGAC will identify and elevate collective issues to NMAC. To accomplish this goal, CGAC will provide input, analysis, and advice on issues brought to CGAC from NMAC. CGAC will also define and elevate interagency issues that impact the Geographic Areas and bring forth recommended alternatives and actions to NMAC.

The scope of CGAC'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

CGAC is made up of designated representatives from each GACG.

- Eastern Area
- Northern Rockies Area
- Rocky Mountain Area
- Northwest Area
- Southern Area
- Alaska Area
- California Area
- Great Basin Area
- Southwest Area

The CGAC Chair and Vice Chair will be assigned positions based on the order of the GACG rotation as listed above. Tenure will be 2 years, with 1 year serving as the Chair and 1 year serving as the Vice Chair, with transition to the new Chair/Vice Chair normally occurring at the annual NMAC/CGAC meeting.

Annually, by February 1, the Chair will provide the name of the CGAC Chair and Vice Chair to the NMAC liaison. The Vice Chair of NMAC is the assigned liaison to CGAC serving as a non-voting member and advisor.

Members (voting): Primary members consist of the GACG 's designated representative or their coordinating group member designee.

Liaison (non-voting): ICAC member and Incident Workforce Development Group (IWDG) member.

Chair/Vice Chair Responsibilities:

- Will maintain the official CGAC membership and address list for communications.
- Will distribute copies of the CGAC meeting/conference call minutes within a timely manner to CGAC members and NMAC Liaison.
- Represents CGAC when presenting or elevating recommendations to NMAC, other working teams, and, as appropriate, when contacting outside individuals or groups.
- Chair/Vice Chair attend NMAC calls/meetings.
- The Chair will send out a call for agenda items and announce the conference call or meeting 14 days prior to the call.

Cooperation and Coordination

CGAC will provide a liaison to the following committees/groups:

- Predictive Services Oversight Group (PSOG)
- Incident Workforce Development Group (IWDG)
- Incident Commander Advisory Council (ICAC)

Expectations

- CGAC members will assure NMAC communications are distributed to all parties within the GA.
- Provide members for strategic working teams to support specific projects or tasks related to geographic areas and national interagency coordination.
- Provide recommendations to NMAC on interagency issues that impact the Geographic Areas.
- Making specific work assignments to CGAC members and/or request assistance from subgroups from outside the CGAC membership to work on specific projects.

Meetings

CGAC will meet face-to-face once annually and meet by conference call monthly. CGAC will set the dates for the calls at the face-to-face meeting.

Decision Making

CGAC will operate by consensus¹ decision making model. Active, engaging discussion concerning decision-making topics is encouraged, followed by a vote from CGAC membership.

Charter Approval

Approved:

Chair, NMAC

¹ Consensus is a process that encourages critical discussion, leading to a broader perspective: the result is a decision constituting substantial agreement within a group. In this context, consensus is a decision where implementation will be actively supported by all members. In addition to creating more clarity, consensus includes benefits of contributing to a sense of teamwork, encouraging trust, and engendering commitment from those making the decision.