

# National Multi-Agency Coordinating Group

## Incident Commanders' Advisory Council Charter

### I. 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. The NMAC is responsible for:

- establishing National and Geographic Area Multi-Agency Coordinating 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.

### II. NAME

By this charter, the NMAC establishes and authorizes the Incident Commanders' Advisory Council (ICAC) to serve the NMAC as described as a body of resident experts.

### III. MISSION

The mission of the ICAC is to provide national leadership on incident management and to provide advice on and develop recommendations regarding processes and procedures to improve Incident Management Team (IMT) operations.

### IV. OBJECTIVES

The primary objectives of the ICAC are as follows, but not limited to:

- a. Improve communication and cooperation between IMTs, Geographic Area Coordinating Groups (GACGs), and the Coordinating Group Advisory Council (CGAC), and NMAC.  
This in no way impedes the management of IMTs by the GACGs.
- b. Identify, analyze, and elevate collective issues or concerns to NMAC.
- c. Develop recommendations, processes, and procedures to resolve interagency issues that impact the Geographic Areas and IMTs and present these to NMAC with suggested alternatives and actions.
- d. Serve NMAC as a formal source of advice and counsel on the validity and applicability of proposals from other formal groups that have a direct or indirect effect on incident management.
- e. Implement formalized standard operating procedures to ensure consistency and cost-effective incident management as directed by NMAC.

- f. Incorporate federal, state, and local wildland fire agencies, as well as Department of Homeland Security (DHS)/Federal Emergency Management Agency (FEMA) organizational entities and work groups related to the related policies and procedures.
- g. Assist NMAC as requested and provide additional issues/recommendations, where NMAC can determine whether to move forward to the appropriate group or board including the National Wildfire Coordinating Group (NWCG) or the Fire Management Board (FMB).

## **V. ORGANIZATION**

The ICAC membership will be comprised of the current Incident Commanders (ICs), deputies, and alternates – including National Interagency Management Organization (NIMO) ICs – as listed annually by the National Interagency Coordination Center (NICC) and two current state Incident Commanders assigned by the National Association of State Foresters (NASF), one from the eastern states and one from the western states. All other currently qualified ICs may be included in ICAC correspondence and meetings as non-voting members.

NMAC will appoint a liaison to ICAC to serve as a non-voting member and advisor.

## **VI. RESPONSIBILITIES AND DUTIES**

ICAC is established pursuant to the charter authority granted through NMAC's Delegation of Authority. ICAC Chair will normally communicate to NMAC through the established NMAC Liaison to ICAC. ICAC responsibilities include:

- a. Convene meetings, schedule agenda items, make contacts, negotiate work assignments, and create task groups and subgroups.
- b. Provide a forum for ICs to elevate interagency issues, innovations, and concerns.
- c. Provide members for strategic working teams to support specific projects or tasks related to IMTs and their interagency coordination.
- d. ICAC will coordinate through NMAC for the chartering of subordinate groups and assigning work on an ad hoc basis to address specific issues identified by NMAC that may require additional expertise and/or in-depth analysis and review.
- e. ICAC may make recommendations for changes in interagency processes and procedures relating to incident management to NMAC.
- f. ICAC may work with stakeholders and partners to ensure appropriate coordination, collaboration, and information sharing. Contacts should include:
  - Incident Management Teams,
  - NWCG Incident Command Subcommittee (ICSC),
  - Incident Workforce Development Group (IWDG),
  - CGAC,
  - GACGs,
  - Geographic Area Multi-Agency Coordinating Groups (GMACs),
  - Geographic Area Coordination Center Managers,
  - NICC, and

- other recognized and chartered entities, as needed, to fulfill its roles and responsibilities.

## **VII. ICAC CHAIR AUTHORITIES AND RESPONSIBILITIES**

The ICAC Chair will be elected by the ICAC membership at the annual spring meeting and will serve a minimum of a one-year term. The Chair will normally be succeeded by the Vice Chair but may be reelected to additional terms.

- a. Schedule agenda items, convene meetings and conference calls, and advise membership of time and location.
- b. Establish, maintain, and distribute meeting agendas and minutes.
- c. Serve as the primary ICAC contact to NMAC, formal groups, and any subordinate groups.
- d. Ensure that communications between ICAC and other groups is documented, stored, and made available to all ICAC members.

## **VIII. ICAC VICE CHAIR AUTHORITY AND RESPONSIBILITY**

The Vice Chair will be elected by the ICAC membership at the annual spring meeting and serve a minimum of a one-year term. The Vice Chair will assume the duties of the Chair in the absence of the Chair. The Vice Chair may also be reelected to additional terms.

## **IX. MEETINGS and REPORTS**

Meeting and reports as follows:

- a. The ICAC will meet at least once annually. Conference calls will be conducted as needed.
- b. Each agency is responsible for funding their representative's travel to meetings.
- c. The ICAC will operate by consensus. Consensus decisions will be forwarded to the NMAC in written format that will include all recommendations. If consensus is unreachable, the Chair will present an issue paper to NMAC displaying the scope of the issue and alternative solutions that represent all viewpoints of the membership.
- d. Majority participation of voting members constitutes a quorum. Voting membership will be assigned to:
  - One Incident Commander from each Geographic Area (GA), identified by the GA IC Councils.
  - One NIMO IC.
  - The Chair and Vice Chair.

**X. APPROVAL**

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/s/ Dave Haston  
Assistant Director, Operations  
US Forest Service

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/s/ Shane McDonald  
Deputy Chief, Wildland Fire Operations  
US Fish & Wildlife Service

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/s/ Josh Simmons  
Director, Wildland Fire Operations  
Bureau of Indian Affairs

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/s/ Ken Schmid  
Branch Chief, Division of Fire Operations  
Bureau of Land Management, Fire and Aviation

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/s/ Chad Fisher  
Branch Chief, Wildland Fire  
National Park Service

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/s/ Jim Karels  
Fire Director  
National Association of State Foresters

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/s/ Aitor Bidaburu  
Wildland Fire Program Manager  
US Fire Administration