Alaska Multi-Agency Coordinating (AMAC) Group Operating Handbook 2014
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INTRODUCTION

Multi-agency coordination between wildland fire Protecting Agencies and Jurisdictional Agencies is an ongoing process. As the complexity of incidents and involvement of agencies increases, it becomes necessary to expand the normal communication channels to ensure that each agency is given an opportunity to voice their concerns, discuss strategic alternatives, and make decisions that are disseminated and implemented effectively and efficiently by all the agencies.

The Alaska Multi-Agency Coordinating Group (AMAC) is activated on a situational basis when fire activity or resource mobilization requires interaction between agencies to ensure that decisions are responsive to the priority interests of the geographic area as a whole.

The AMAC is notified of “on-call status” at Preparedness Level (PL) 3 and activated at PL 4. The Alaska Preparedness Plan, found in the Alaska Interagency Mobilization Guide (AIMG) Chapter 20, section 26.2, identifies specific management actions to be considered within each level of statewide preparedness. These levels are based on the current wildland fire activity, probability of new wildland fire starts, burning conditions, prescribed fire activities and the commitment of resources. The Alaska Preparedness Level is documented in the Alaska Interagency Coordination Center (AICC) Situation Report which is available at http://fire.ak.blm.gov/.

AMAC members provide leadership and a coordinated decision process for wildland fire management for the agencies they represent. The primary responsibility for the AMAC is wildland fire management for the agencies they represent. However, it is recognized that situations and events may influence this principle, and in a given situation, an all-hazard incident may be given priority. AMAC may be activated to facilitate a coordinated response of wildland fire resources to all-hazard incidents. AMAC may also be activated at the request, and in support, of the National Multi-Agency Coordinating Group (NMAC).

MISSION

AMAC provides a forum to discuss strategic actions to be taken to ensure that an adequate number of resources are available to meet the anticipated needs. AMAC considers agency-specific fire management priorities, addresses politically and publicly sensitive issues that are common to all in an interagency format, and provides mutual support to NMAC.

The AMAC functions include:
• Establish priorities for allocation of resources.
• State and federal disaster response or coordination.
• Political interfaces.
• Information flow to the public, the media and involved agencies.
• Strategic actions in anticipation of future needs.
• Identification and resolution of issues common to all parties.
• Protection objectives revisions / Non-standard responses.
• Prescribed Fire Activity authorizations at PL4&5.
• Burning restrictions suggestions.
• Coordination with NMAC.

The following are items that may be appropriate to address within the framework of the MAC group. These issues include but not limited to:
• Reallocate resources between incidents when necessary.
• Review policies/agreements for resource allocation.
• Recommend staffing extension guidelines for available resources.
• Review the need for involvement by other agencies.
• Determine the need for activation of national military resources.
• Initiates special actions to alleviate resource shortages to meet anticipated demands.

ORGANIZATION

The roles and responsibilities of the AMAC representatives are as follows:
• Prioritize fire management incidents.
• Provide guidance on the strategic allocation or re-allocation of scarce/limited resources among incidents to assure safe, productive wildland fire management activities commensurate with the priorities identified. The AMAC group may directly re-allocate scarce/limited resources.

The AMAC group does not direct the Incident or Area Command(s) or Protection Agency who retain the authority and responsibility for on the ground management (tactical) of the incident organization.

The AMAC consists of designated members, a chair and a coordinator. Support specialists will be assigned as warranted and subject matter experts will be requested as needed.

Roles and Responsibilities

AMAC Group Members:
Members must have delegated authority to represent and make commitments on behalf of their agency. See Appendix A for sample delegation. The AMAC will be comprised of one representative from each of the following agencies/entities:
   Department of Natural Resources/Division of Forestry
   United States Department of the Interior (DOI), Bureau of Indian Affairs
Each member is responsible to:

- Express their agency’s priorities, issues and concerns.
- Ensure that the collective situation status is provided and current by agency.
- Approve resource allocation priorities of ongoing incidents.
- Determine resource requirements and availability, by agency.
- Identify and resolve issues common to all parties.
- Review the need for subject matter expert involvement in AMAC meetings. The AMAC member is responsible to brief regional and unit Agency Administrators on AMAC decisions and implement those decision to the extent permitted by their agencies regulations and policies.

**AMAC Chair:** The AMAC Chair coordinates with the AICC Manager to activate the AMAC and continues to works closely with the AMAC Coordinator throughout the AMAC activation period. The Chair is the primary point of contact for NMAC. Primary duties consist of:

- The AWFCG chair serves as AMAC chair provided that they represents one of the AMAC member agencies.
- If the chair is not a member of the AMAC the AWFCG vice-chair will serve as the AMAC chair provided that they are one of the AMAC members.
- Identifies issues needing AWFCG attention.
- Works with AMAC Coordinator to determine which issues are AMAC vs AWFCG.

In conjunction with AMAC membership the AMAC Chair will determine the need for and facilitate agency executive briefings and conference calls for agency administrator. For example:

- extreme resources shortages
- PL5 activity
- air quality issues
- event(s) of significance
- fires of high public and political interest
- Reviews and revises the AMAC Operations Handbook with the AICC Manager annually.
- Determines need for additional AMAC Group Representation beyond wildland agencies.
- Provides the AMAC Coordinator a delegation of authority. See Appendix C.
- At PL3 sends out a reminder to all Members and specialists to review AMAC
handbook.  
• Coordinate with AICC Manager and AMAC coordinator for an AAR to review handbook and procedures.

National Multiagency NMAC Representative:

• Provides timely national level incident information, firefighting resource status and national priorities to AMAC.
• Provides directions for the allocation and reallocation of firefighting resources among Geographic Areas to meet NMAC priorities.
• Anticipates and identifies future firefighting resource requirements, and coordinates and resolves firefighting resource policy issues to AMAC.

The AMAC is represented on the NMAC by the Chief, Branch of Fire Management for the Fish and Wildlife Service who is a non-voting member of AMAC.

AICC Center Manager

• The AICC Manager serves as, or assigns, the AMAC Coordinator.
• Determines the appropriate level of preparedness per Alaska Interagency Mobilization Guide (AIMG).
• Contacts the AMAC Chair at PL3 to ensure management actions identified in the preparedness plan in chapter 20 of AIMG re implemented by the responsible parties.
• Daily National level coordination.
• At PL4 send out a notification to all stations explaining that fires and resources are now being prioritized by the AMAC, daily updates with decisions will be made on the teletype and on Interagency Fire Management (IFM).
• Implements AMAC decisions.
• Update Appendix B prior to fire season.

AMAC Coordinator:

• Obtains a delegation from the AMAC chair.
• Establishes, with the AMAC concurrence, a daily schedule for meeting and conference calls.
• Facilitates issues needing AMAC group attention.
• Obtains appropriate intelligence information necessary to support AMAC activities.
• Acquires and supervises clerical and administrative staff to support AMAC group activities.
• Ensures adequate subject matter expertise is available to support AMAC activities.
• As needed, facilitates daily conference calls with Incident Commanders (ICs).
• Arranges for and manages the facilities and equipment necessary to carry out the AMAC group functions.
• Assists the AMAC group decision process by facilitating the groups’ conference call
and/or meeting.

- The AMAC Coordinator may also be asked to facilitate AWFCG issue discussion following completion of prioritization of fires and allocation of resources by AMAC.
- Distributes and documents decisions and coordinates with AICC Manager to insure their prompt implementation.
- Prior to each meeting the AMAC coordinator will complete an incident priority summary worksheet utilizing information from ICS 209’s and intelligence gathered from IC’s, Fire Management Officers (FMO) or Protection Agency Fire Operations specialist for review by AMAC.
- Coordinates collection of the documentation package which resides with the AICC Manager.
- Coordinates an After Action Review (AAR) before AMAC is disbanded.

**AMAC Support Specialists:**

**Protection Agency Representatives:**
Department of Forestry (DOF) Operations Forester, Alaska Fire Service (AFS) Chief of Fire Operations, and a United States Forest Service (USFS) representative (when warranted). Primary duties consist of:

- Briefing the AMAC on the fire situation statewide,
- Recommend prioritize fires for AMAC’s resource allocations approval,
- Identify current and emerging issues and concerns for AMAC to address.
- Make recommendation for priority fire and resource allocations.
- Identify current and emerging issues for AMAC to address.
- Implement decisions reprioritization of resources.
- Coordinate a proposed priority of the top 2-4 fires and a list of fires of interest for AMAC approval.
- Complete fire priority matrix when warranted (appendix)

**Aviation Coordinator:**
Person identified by the protection agency to coordinate the aviation resources statewide between all agencies. Primary duties include:

- Identifies statewide critical needs and surplus along with timeframes.
- Identifies significant events ie (safety issues, mechanical, anticipate shortfall_}
- Coordinate with fires to meet aviation needs.
- Begin consolidation of statewide fire aviation resources in PL3.
Joint Information Center Manager: The Alaska Interagency Fire Information Center, also known as the Joint Information Center (JIC), reports to the AICC Manager, and coordinates with AFS and Alaska Division of Forestry (DOF) Public Affairs Officers (PAO) who provide coordination and guidance to the JIC Manager. The JIC is typically activated at PL-4, but circumstances may require activation at other preparedness levels. Primary duties of the JIC Manager include:
- Bring forward emerging issues that they are hearing from the public to the AMAC.
- Daily supervision of Public Information Officers (PIOs) staffing the JIC.
- Coordinate with and support Incident Management Teams (IMT)
- Provide fire information services for incidents without PIOs.

Predicative Services Meteorologist:
The meteorologist reports to the AICC Manager and provided daily fire weather briefing. They provide AMAC with updates and forecasts to include:
- Significant weather events current and forecasted i.e., wind events, dry lightning, changes in weather pattern.
- 3-5 day weather outlook.

Fire Behavior Specialist: The Fire Behavior Specialist reports to the AICC Manager and coordinates fire behavior requests with the Jurisdictional Agencies and the three Operations Chiefs from the Protecting Agencies. This position coordinates with the AMAC group for prioritization of fire behavior requests. The prioritization may include but not be limited to the following considerations:
- Emerging fires
- Fires in proximity to identified values
- Fires without obvious natural barriers
- Fires with long-term potential
- Politically or publically sensitive fires
- Fires with potential for high costs
- Work with Predictive Services meteorologist to develop fuels advisory as needed

AICC Intelligence Coordinator:
The Intelligence Coordinator works for the AICC manager and provides the daily status of fires, crews and resource needs and surplus.
- Keeps AMAC informed of current fire situation, including new, active, contained, and staffed fires.
- Relays smokejumper status - committed and available, IHC status, T2IA crew status, and the number of Type 2 crews assigned and available.
- Maintains total personnel count committed to Alaska fires.
- Monitors UTF, pending, and filled resource orders via ROSS reports.
- Schedules ROSS reports for Overhead, Crews, Equipment, and Aircraft based on functional area needing prioritization.
• Assists AMAC Coordinator as needed.

**Incident/Unit Representatives:**

**Incident Management Teams and Area Command:** The AMAC does not direct the Incident Management Teams or Area Command(s), who retain the delegated authority and responsibility for on-the-ground management of the incident organization. Incident management teams and area command organizations expedite the transfer of critical intelligence through established dispatch channels. Responsibilities of incident management teams and area command include:

- Complete Incident Status Summaries (Form ICS209) by 2200hrs. (AST).
- Keep Protecting Agency Fire Management Officers updated on activity and needs.
- Participate in AMAC conference calls as requested.
- Implement AMAC decisions as directed.

**Jurisdictional Agency Administrators:** Responsibilities include:

- Complete Wildland Fire Decision Support System entries, approves decisions and complete periodic assessments in a timely manner.
- Maintains a dialog with their respective agency AMAC Representative.
- Implements AMAC decisions to the extent possible as determined by their agencies regulations and policies.

**GENERAL OPERATING GUIDELINES**

**Activation Procedures**

Activation levels for the AMAC are directed by the Alaska Preparedness Plan. The AMAC may also be activated at the request of an AMAC member or NMAC.

**AMAC Activities by Preparedness Level**

**Preparedness Levels 1 & 2:** AMAC members review of the AICC Situation Reports available at [http://fire.ak.blm.gov/](http://fire.ak.blm.gov/).

**Preparedness Level 3:** The AMAC will be placed in “on-call status.” AMAC members will continue to monitor activity by reviewing the AICC Situation Report. Conference calls may occur for information sharing. AICC Manager and AMAC chair review management actions in Alaska Mobilization Guide and Alaska MAC handbook.

**Preparedness Levels 4 & 5:** AMAC members will be assembled as directed by the AMAC Chair or AICC Center Manager. Activation may involve daily conference calls or face-to-face meetings following the AMAC handbook.

AMAC members who have fires on the priority list or list of fires of interest should gather intelligence prior to each meeting to ensure agency needs are being met.
Meetings
AMAC will focus on identified issues, make decisions, and provide needed resolution to the issues. New issues may be added to the agenda as appropriate. The AMAC Coordinator will provide a standard meeting agenda (see Appendix F). The Coordinator will follow the agenda and will keep unscheduled items/issues to a minimum.

Attendance
The following are expected to attend all AMAC meetings:
- AMAC Coordinator, Chair, and Members
- AICC Meteorologist
- Protecting Agency Representatives
- Aviation Coordinator
- NMAC Representative
- AICC Center Manager
The following subject matter experts may be called upon or ordered as needed:
- Fire Behavior Specialist
- JIC Manager
- AICC Intelligence Coordinator

Agenda
Meeting agendas will identify, address and document actions taken to resolve:
- Current and emerging issues.
- Member’s special interests or concerns.
- Each meeting the Operations Specialist from the protection organization will give a brief summary of each fire, critical needs etc.
- Resources allocations.
- WFDSS analysis priorities.
- Political or media queries.
- A plan for implementing AMAC decisions.
- Implementation status of previous decisions.
Subject matter experts will brief AMAC group:
- Current situation
- Significant events
- Emerging issues or concerns

Forms and Templates
The following AMAC forms and templates can be found in the appendix:
- Incident Priority Summarization sheet
- AMAC Support Activities Schedule
- Aviation Conference Call Template
- IC Conference Call Template
Decisions

Issues brought before the AMAC will be acted on by consensus. Collaborative decision will be made and tasks assigned.

All AMAC decisions will be documented in writing and filed with AICC through the AICC Center Manager. Decisions regarding resource prioritization and assignment will be distributed via the teletype and IFM immediately following the AMAC meeting.

The AMAC members will ensure AMAC decision documents are distributed to agency administrators, incident commanders, center managers, fire management officials, the NMAC, and other involved individuals/entities as necessary.

Documentation

It is the AMAC Coordinator’s responsibilities to ensure attendance, issues, priorities, and decisions are recorded. Those records will be permanently maintained and located at AICC by the AICC Manager and available for review.

De-Activation

As the situation moderates and preparedness levels no longer warrant the AMAC’s role, a recommendation to de-activate will be made by the Chair per member’s consensus.

The AMAC Coordinator may remain activated with support personnel as needed to complete necessary documentation and secure records.

NMAC GROUP AND AMAC GROUP COORDINATION

The NMAC and AMAC will coordinate and cooperate to provide resources for national deployment by considering innovative management strategies for allocation and reallocation of scarce resources. The NMAC will initiate conference calls with AMAC and other Geographic Area Multi-Agency Coordinating Groups as the situation warrants.

The NMAC gathers information from Geographic Areas to prioritize and allocate resources in accordance with the national strategy. NMAC may request:

- A description of the AMAC decision process in setting priorities.
- An assessment of the current and projected situation.
- An analysis of weather conditions.
- Resources required to accomplish priority incident objectives.
- Justification for assignment of Type 1 IMTs and Area Command Teams.

NMAC documents including the NMAC’s Operating Plan and Incident Prioritization Worksheet are available [http://www.nifc.gov/nicc/administrative/nmac/index.html](http://www.nifc.gov/nicc/administrative/nmac/index.html)
REVIEW & MODIFICATION OF THE AMAC HANDBOOK

This Operating Handbook will be reviewed annually by the AICC Manager and AMAC Chair and modified as needed.
APPENDIX A

Example of a Delegation of Authority to AMAC Members

On Agency Letterhead and Dated

To: Fire Management Coordinator, Region 7
From: Regional Director, Region 7
Subject: Delegation of Authority for Alaska Wildland Fire Coordinating Group and the Alaska Multi-Agency Coordinating Group

• The purpose of this memorandum is to authorize you and/or your acting the Regional Fire Management Coordinator to represent the U.S. Fish and Wildlife Service as a functioning member of the Alaska Wildland Fire Coordinating Group and to authorize you/your acting as the representative of the Service to establish protection objectives, develop criteria and set priorities for geographic area incidents and/or area commands in order to meet protection objectives, direct control, allocate and reallocate resources among and between area commands and incident management teams to meet geographic area projects, for wildland fire and fire aviation management incidents and implement the decisions for the allocation of wildland fire and fire aviation management resources as part of the Alaska Multi-Agency Coordinating Group.

The purpose of the Alaska Wildland Fire Coordinating Group is to provide an interagency approach to wildland fire management by:

• Providing leadership and coordinated direction to wildland fire and fire aviation management programs.
• Providing a forum for exchange of ideas and development of consistent policies.
• Fostering cooperation, avoiding wasteful duplication, and facilitating maximum efficiency in wildland fire management programs through coordinated planning and utilization of closest forces and shared resources concepts; and
• Establishing and maintaining an interagency approach to wildland fire management and aviation programs by developing full interagency association, and facilitation of a high degree of professionalism, trust, and mutual assistance among wildland fire management agencies, identifying issues, establishing priorities, developing alternatives, and recommending a unified course of action to Service agency administrators.

As the Service representative to this group, you will ensure that U.S. Fish and Wildlife Service policies and procedures are maintained, agency administrators are informed of actions, and operational decisions of the groups are implemented.

Decisions of the Alaska Multi-Agency Coordinating Group include prioritization of incidents and allocation or re-allocation of resources to meet incident management priorities. Procedures for allocating and re-allocating wildland fire management and fire aviation resources are contained in the National Interagency Mobilization Guide.

You are authorized to implement the decisions of the Alaska Multi-Agency Coordinating Group as they affect refuges with the U.S. Fish and Wildlife Service’s Alaska Region.

The delegation will remain in effect until such time determined by me.

Signature
# APPENDIX B

## 2014 AMAC Contact List 1/14/2014

### AMAC CONTACT LIST

<table>
<thead>
<tr>
<th>NAME</th>
<th>Agency</th>
<th>Phone</th>
<th>Mobile</th>
<th>E-MAIL</th>
</tr>
</thead>
<tbody>
<tr>
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</tr>
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<td></td>
<td><a href="mailto:rscrowe@blm.gov">rscrowe@blm.gov</a></td>
</tr>
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<td><a href="mailto:raymond.hart@bia.gov">raymond.hart@bia.gov</a></td>
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<tr>
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<td></td>
<td></td>
</tr>
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### Membership (Alternates)

<table>
<thead>
<tr>
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<th>E-MAIL</th>
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<tr>
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<tr>
<td>Gary Lehnhausen</td>
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<td></td>
<td></td>
</tr>
<tr>
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<td><a href="mailto:charlie@chugachmiut.org">charlie@chugachmiut.org</a></td>
</tr>
</tbody>
</table>

### Support Specialists/Subject Matter Experts

<table>
<thead>
<tr>
<th>NAME</th>
<th>Agency</th>
<th>Phone</th>
<th>Mobile</th>
<th>E-MAIL</th>
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<tbody>
<tr>
<td>Dave Whitmer</td>
<td>AFS, Fire Operations Specialist</td>
<td>(907)356-5642</td>
<td>(907)322-3007</td>
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<tr>
<td>Robert Schmoll</td>
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<td></td>
</tr>
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<tr>
<td>Robert &quot;Zeke&quot; Ziel</td>
<td>Fire Behavior Specialist</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gary Baumgartner</td>
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<td></td>
<td><a href="mailto:gbaumgar@blm.gov">gbaumgar@blm.gov</a></td>
</tr>
<tr>
<td>TBA</td>
<td>JIC Manager</td>
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Sample Letter of Delegation to the AMAC Coordinator

(next page)
Letter of Delegation to AMAC Coordinator

To:  John Doe, Appointed Alaska Multi-Agency Group Coordinator
From:  Mister Mann, Alaska Wildland Fire Coordinating Group Chair
Subject: Delegation of Authority for Alaska Multi-Agency Group Coordinator

This memorandum provides official delegated authority to John Doe to act as the Alaska Multi-Agency Coordinating Group (AMAC) Coordinator in the following areas:

• Operate in accordance with the AMAC Operating Handbook.
• Establish protection objectives.
• Develop criteria and set priorities for geographic area incidents and/or Area Commands in order to meet protection objectives.
• Direct, control, allocate and reallocate resources among or between Area Commands and Incident Management Teams to meet Alaska priorities.
• Implement decisions of the AMAC.
• Signature Authority for direction/procedural correspondence as it relates to AMAC decisions

Further, you are responsible for ensuring that agency policies and procedures are maintained, agency administrators are informed of decisions and actions, and operational decisions are implemented.

Mister Mann
AWFCG Chair
# Appendix D

## Attendance Roll Call Tracking Sheet

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<th>Members</th>
<th>Agency</th>
<th>1-Jul</th>
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# APPENDIX F

## Priority Decision Matrix

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<th>Incident Name</th>
<th>Date</th>
<th>Time</th>
<th>Unit</th>
<th>Wildland Fire</th>
<th>VAxWF=TP</th>
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<td>Wildland Fire</td>
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<td>Prescribed</td>
<td>Monitoring</td>
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<th>Ranking Element</th>
<th>Value of 1</th>
<th>Value of 3</th>
<th>Value of 5</th>
<th>Value Assigned</th>
<th>Weight Factor</th>
<th>Total Points</th>
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<tbody>
<tr>
<td>Firefighter Safety</td>
<td>Low exposure with simple hazards easily mitigated. One or no aircraft assigned.</td>
<td>Moderate exposure with several hazardous conditions mitigated through the ICCS worksheet.</td>
<td>High exposure which requires multiple strategies to mitigate hazards. Multiple aircraft types assigned.</td>
<td>5</td>
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<tr>
<td>Public Safety</td>
<td>Exposure to hazard can be mitigated through public contact. No known air quality violations at sensitive receptors.</td>
<td>Public must be managed to limit hazard exposure. Air quality is degraded and approaches NAAQ violation thresholds.</td>
<td>Closures of highways and evacuations likely. Air quality at sensitive receptors violates NAAQs. Public exposure to hazard is imminent.</td>
<td>5</td>
<td></td>
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<tr>
<td>Objectives</td>
<td>Objectives are difficult to achieve. Several conflicts between objectives and constraints exist.</td>
<td>Objectives are moderately difficult to achieve.</td>
<td>Objectives are easily achieved.</td>
<td>4</td>
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<tr>
<td>Duration of Resource Commitment</td>
<td>Eight Days</td>
<td>Four to Seven Days</td>
<td>One to Three Days</td>
<td>4</td>
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<tr>
<td>Improvements to be Protected</td>
<td>No improvements within or adjacent to the fire.</td>
<td>Several improvements to be protected are within or adjacent to the fire. Mitigation through planning and/or preparation is adequate. May require some commitment of specialized resources.</td>
<td>Numerous improvements within or adjacent to the fire. Severe damage is likely without commitment of significant specialized resources with appropriate skill level.</td>
<td>3</td>
<td></td>
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<tr>
<td>Cultural and Natural Resource Values</td>
<td>Impacts to resources are acceptable.</td>
<td>Several resource values will be impacted/enhanced.</td>
<td>Resource benefits are significant at the likelihood of negative impacts is great.</td>
<td>4</td>
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<tr>
<td>Social, Economic, and Political Impacts/Concerns</td>
<td>No controversy or media interest. No impacts to neighbors or visitors.</td>
<td>Some impact to neighbors or visitors generating some controversy. Press release is issued, but no media presence on fires.</td>
<td>High impacts to neighbors results in media presence during fire operations. High internal and external interests and concerns exist.</td>
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<tr>
<td>Economic Considerations</td>
<td>Values to be protected or treated are less than costs of management action.</td>
<td>Values to be protected or treated are equal to costs of management action.</td>
<td>Values to be protected or treated exceed costs of management action.</td>
<td>2</td>
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<tr>
<td>Threats to Boundaries</td>
<td>Low risk of fire escaping established perimeter and active suppression or holding is required.</td>
<td>Moderate risk of fire escaping established perimeter and active suppression or holding is required.</td>
<td>Fire is certain to exceed established perimeter without aggressive suppression or holding actions and will result in a much more complex situation.</td>
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<th>WFDSS</th>
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<tr>
<td>Critical Resources on Incident</td>
<td>Yes</td>
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## TOTAL PRIORITY POINTS

| Mac Group Priority Ranking | Revised 6/2011 |
## APPENDIX G

### Sample Meeting Agenda and timeline

**Alaska Multi-Agency Coordinating Group**

<table>
<thead>
<tr>
<th>Time</th>
<th>Agenda Item</th>
<th>Location:</th>
<th>Phone Number:</th>
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<tr>
<td>1400</td>
<td>Roll Call and Additions to Agenda</td>
<td>AMAC Coordinator</td>
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<td>1402</td>
<td>Alaska Situation and Resource Update</td>
<td>AICC Intelligence</td>
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<td>National Situation and Resource Update</td>
<td>AICC Center Manager</td>
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<td>1404</td>
<td>Weather Trends</td>
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<td>Fire Behavior</td>
<td>AICC Fire Behavior Specialist</td>
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<td>1407</td>
<td>Summary of Statewide Fire Activity, assessment of Critical Needs</td>
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<td>AFS</td>
<td>Fire Operations Specialist</td>
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<td>Fire Operations Forester</td>
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<td>Aviation Operations</td>
<td>Unit Aviation Manager</td>
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<td></td>
<td>Discussion and Decision on Prioritizations</td>
<td>AMAC Coordinator</td>
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<td>(Fires, Crews, IR, Aircraft)</td>
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<td>1420</td>
<td>Current and emerging issues to Address</td>
<td>AMAC Coordinator</td>
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<td>National MAC</td>
<td>NMAC Representative</td>
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<td>1423</td>
<td>Round Robin Express specific agency concerns, issues and updates</td>
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Other AWFCG Issues:
Appendix H

AMAC Coordinator Logistics

Get Briefing from AICC Manager
- confirm conference number and go to meeting access for AMAC calls
- confirm computer access
- Introductions to AICC staff – Intelligence section

Get Briefing from AMAC Chair
- Delegation of Authority
- Current AMAC contact list with Emails and phone numbers.

Get on Aviation Coordinators email list for daily updates as well as daily conference call as needed.

Suggested schedule from 2013 coordinator:

0700: Start day by reviewing ICS 209’s/Situation, Ross reports of UTF, Pending orders
  - Arrange with Intelligence coordinator of AICC to have ROSS reports sent to your email box by 0700 hrs daily.

0730: AICC Manager office, NICC update from GACS (data and intelligence gathering)

0740-1200hrs: update priority spreadsheet using ICS209 and Situation report. Check with Operations Forester and AFS Operations for additional updates to spread sheet especially emerging fires. Verify critical resources needs on ICS 209’s are still unfilled with Aviation and two protection agency Operations specialist prior to AMAC call.

08:30 hrs: IC conference call, (data and intelligence gathering)

09:45 hr: Alaska Fire Weather (data and intelligence gathering)

10:00 AFS Tactical (data and intelligence gathering)

10:15 State Tactical (data and intelligence gathering)

12:00: email sent out priority worksheet (if situation is fluid no later than 1300hrs.)

14:00 MAC call

15:00: Send out approved priority list to AMAC members
  - Coordinate with AICC Intelligence to distribute AMAC decisions (fire and resource priorities) through the teletype to all dispatch locations in AK.
  - Organized electronic files and hard copy folders from day
  - Begin update of Prioritization sheet for next operational period.
  - Gather Intelligence as needed from 1400 call
Appendix I

AMAC –IC Conference Call Template
–utilized same conference bridge as AMAC calls

Facilitated by AMAC Coordinator

Roll Call:

Incident Commander Update (presented in order by AMAC priority)

In 3 minutes or less address the following:

- Incident objectives for the day and the probability of success
  - Prior day successes/challenges

Critical resource’s needs (refers to those resources listed on the ICS-209)

- Identify threats to be mitigated
- Critical objectives to be accomplished with resources
- Consequences of not receiving critical resources

Additional items of interest for AMAC and or other IC’s

- Resources available to be reassigned
- Injures or other safety concerns

Round Robin: Clarifying questions or concerns

- Protection Agency Operations Specialist
- AMAC Chairperson.
APPENDIX J

National Multi-Agency Coordinating Group Expectations


The following list is from the NMAC website and delineates the NMAC’s expectations of Geographic Area Multi-Agency Coordinating Group.

- Convenes as situation warrants. Establishes and communicates processes and operating procedures.
- Allocate firefighting resources within the Geographic Area during periods of competition according to established criteria.
- Anticipate and identify future geographic firefighting resource requirements.
- Coordinate and resolve Geographic Area firefighting resource policy issues.
- Support Geographic Area level resource allocation decisions of NMAC.
- Support the integration and utilization of National Incident Management Organizations (NIMO) into fire and non-fire operations.
- Validate drawdown plans considering Geographic Area, and National capability.
- Establish protection objectives.
- Establish the need for additional training.
- Establish reallocation controls when 2 or more Area Commands are assigned and multiple zones are affected.
- Maintains open lines of communication with Zone MACs, Agency Administrators, NMAC.
- Ensure qualified resources are available for response to non-fire incidents under the National Response Plan.
- Assess need for Geographic Area Prevention Team.
- Assess need for Geographic Area Public Information Team.
- Conduct resource allocation reviews and summarize in a Resource Allocation Table.
- Assess policy implementation issues.
- Provide strategic assessment of flow of resources into/out of Geographic Area.
- Provides management oversight, in coordination with the Agency Administrator(s) to Area Command Teams once a team is assigned to the Geographic Area.
- Accountable for exercising direct cost containment measures by ensuring that planned expenditures are sensible and actual expenditures measurably affect intended outcomes.
AMAC Handbook

Alaska Wildland Fire Coordinating Group
c/o Division of Forestry
101 Airport Road
Palmer, AK 99645

Approval

Dean Brown
State of Alaska

Kurt Slaughter
Bureau of Land Management

Ray Hart
Bureau of Indian Affairs

Dan Warthin
National Park Service

Doug Alexander
U.S. Fish and Wildlife Service

Clinton Northway
Tanana Chiefs Conference

Mike Burley
Association of Village Council Presidents

Gary Lehnhausen
US Forest Service

Charlie Sink
Chugachmiat

Date
4/4/2014

Date
4/4/2014

Date
4/4/2014

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4/4/2014

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4/4/2014

Date
4/4/2014