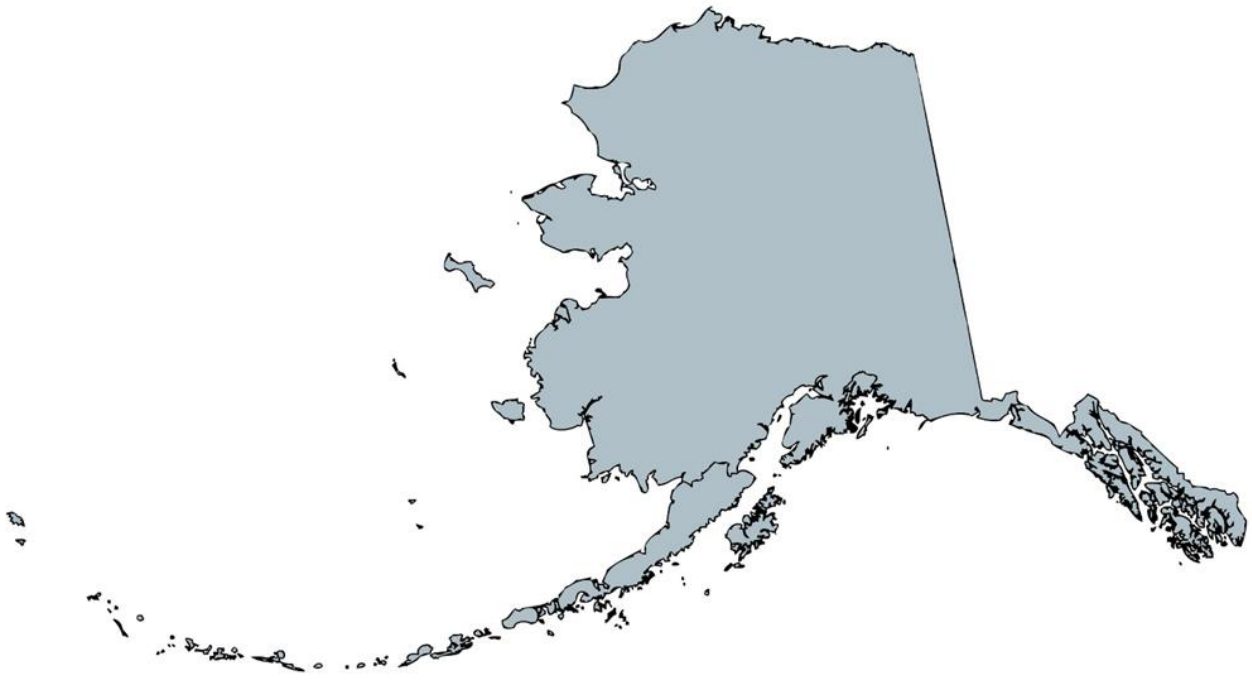
Alaska Multi-Agency Coordinating Group

Handbook

2022



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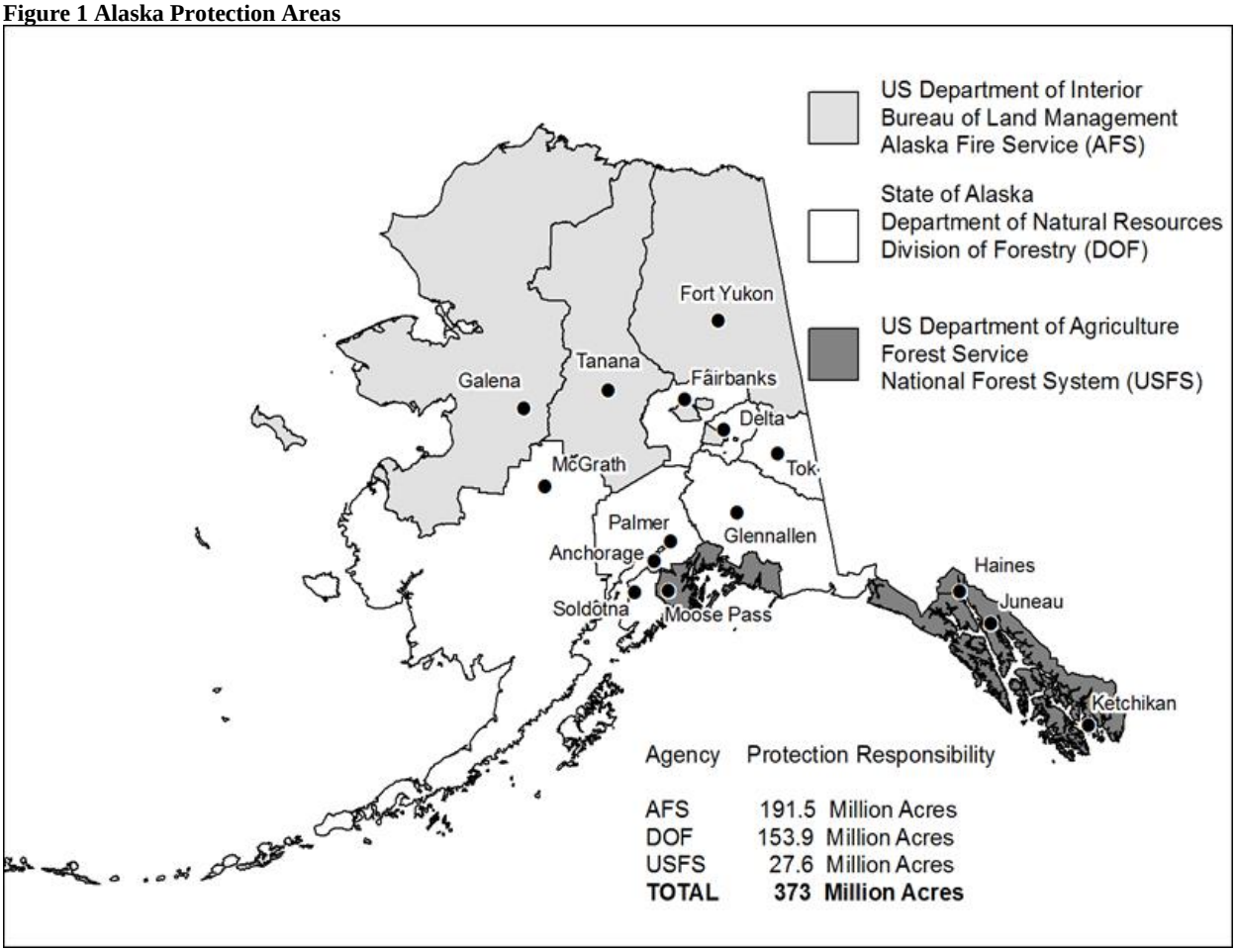
Introduction

Alaska Geographic Area is managed with a two-tier approach for management of lands within Alaska: Protection and Jurisdictional.

Alaska is divided into three protection areas. The protection area providers respond to all wildland fires within their respective protection areas regardless of jurisdictional agency. These protection areas are:

Alaska Department of Natural Resources, Division of Forestry (DOF)
Bureau of Land Management, Alaska Fire Service (BLM/AFS)
U.S. Forest Service (USFS)

Figure 1 Alaska Protection Areas



Jurisdictional responsibilities fall within the following Agencies:

Alaska Department of Natural Resources Division of Forestry (DOF)
Bureau of Indian Affairs (BIA)
Bureau of Land Management (BLM)
US Forest Service (USFS)
US Fish and Wildlife Service (USFWS)
National Park Service (NPS)

Multi-agency coordination between wildland fire Protecting Agencies and Jurisdictional Agencies is an ongoing process. One avenue for this process is the Alaska Wildland Fire Coordinating Group (AWFCG) whose mission is to foster safety, cooperation, coordination, collaboration and communication for wildland fire management and related activities in the State of Alaska. The AWFCG is the leadership focus for planning and implementing interagency fire management statewide and sponsoring the Alaska Multi-Agency Coordinating Group (MAC).

The AWFCG membership is composed of the following agencies and organizations:

- State of Alaska
  - Department of Environmental Conservation (ADEC)
  - Department of Fish and Game (ADF&G)
  - Department of Natural Resources (ADNR)
- United States Department of the Interior (DOI)
  - Bureau of Indian Affairs (BIA)
  - Bureau of Land Management (BLM)
  - National Park Service (NPS)
  - U.S. Fish and Wildlife Service (USFWS)
- United States Department of Agriculture (USDA)
  - U. S. Forest Service (USFS)
- Alaska Native Land Management Representatives
  - Chugachmiut (consortium)
  - Association of Village Council Presidents (consortium) (AVCP)
  - Tanana Chiefs Conference (TCC)
- Structural Fire Departments and Other Organizations

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 AMAC is activated 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 10, 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 Preparedness Level is documented in the Alaska Interagency Coordination Center (AICC) Situation Report which is available at https://fire.ak.blm.gov/.

The primary responsibility for the AMAC is to support 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. The AMAC may be activated to facilitate a coordinated response of wildland fire resources to all- hazard incidents. The AMAC may also be activated at the request, and in support, of the National Multi-Agency Coordinating Group (NMAC).

A support team in whole or part may be activated to support the AMAC. This team supports logistics, fire and fire aviation operations. utilizing the scalability of the Incident Command System. During PL 3, resources planning and financial support components of the AMAC Support team may be activated to assist the Mobilization and Operations programs in tracking and projecting glide paths for critical resources. Similarly, a finance support component of the AMAC Support may be activated to assist with overall fire cost tracking to aid in cost allocation activities.

Mission

The 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. The 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:

- Assist in the establishment of priorities for allocation of resources.
- State and federal disaster response or coordination.
- Provide Political interfaces through ‘One-voice”.
- Provide information flow to the public, the media and involved agencies through the use of the Joint Information Center (JIC).
- Assist in the identification of strategic actions in anticipation for future needs.
- Provide, when needed, identification and resolution of issues common to all parties.
- Identify Protection objective revisions/Non-standard responses.
- Coordinate Prescribed Fire Activity authorizations at PL 4 & 5.
- Advise on burning restrictions.
- Coordinate with NMAC on intelligence and resource needs.

The following functions may be appropriate within the framework of the MAC group including 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

AMAC Membership (Executive Membership)

Members must have delegated authority to represent and make commitments on behalf of their agency. 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
Bureau of Land Management, Alaska Fire Service
US Fish and Wildlife Service
National Park Service
United State Department of Agriculture, Forest Service
Alaska Native Land Management (one statewide representative)
Alaska Interagency Coordination Center
National Multi- Agency Coordination Group

See Appendix A for Delegation of Authority to the AMAC. See Appendix B for current membership and contact information.

Roles and Responsibilities

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

The roles and responsibilities of the AMAC representatives are as follows:

- Assists in the prioritization of fire management incidents with the Protecting Agency Operations Chiefs. (AFS, DOF and USFS)
- Provide guidance on the 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.

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 the AMAC meetings.
- Brief regional and unit Agency Administrators on the AMAC decisions and implement those decision to the extent permitted by their agencies regulations and policies.
- Provide support to coordinating group reviews of Incident Management Teams and on the ground visits from NMAC.

AMAC Chair

The AWFCG vice chair serves as the AMAC chair if individual represents one of the AMAC members on AWFCG. If the AWFCG vice chair is not a member of the AMAC, the next AMAC member on the AWFCG chair rotation will serve as the AMAC Chair. The AMAC Chair coordinates with the AICC Manager to activate the AMAC and continues to work closely with the AICC Manager and the AMAC Coordinator (MCCO) throughout the AMAC activation period. The Chair is the primary point of contact for NMAC. Primary duties consist of:

- Coordinates with AICC Manager in ordering MCCO and AMAC Support personnel.
- At PL3, notifies members and identified specialist to review recommended needs within the AMAC Operating Handbook.
- Facilitates issues needing AWFCG attention.
- Works with MCCO to determine which issues are AMAC vs AWFCG.
- In conjunction with the membership, determines the need for and facilitates Agency Executive briefings and conference calls. For example:
    - Extreme firefighting resources shortages
    - PL5 activity
    - Air quality issues
    - Safety
    - Identified event(s) of significance
- Reviews and revises the AMAC Operations Handbook annually.
- Determines need for additional AMAC Group Representation beyond wildland agencies.
- Provides the MCCO a delegation. See Appendix C.

National Multiagency NMAC Representative (NMAC)

The AMAC is represented on the NMAC by the Deputy Chief, Branch of Fire Management for the Fish and Wildlife Service who also serves as a non-voting member AMAC. For more information on NMAC expectations, see Appendix D.

- Provides timely national level incident information, firefighting resource status, and national priorities to the AMAC.
- Provides direction for the allocating and reallocating of firefighting resources among other Geographic Areas to meet NMAC priorities.
- On the National scale, anticipates and identifies future firefighting resource requirements, and coordinates firefighting resource issues to the AMAC.

Alaska Interagency Coordination Center (AICC) Manager

- Determines the appropriate level of preparedness per Alaska Mobilization Guide.
- Contacts the AMAC Chair at PL3 to ensure management actions identified in the preparedness plan.
- Serves as, or assigns, the MCCO, until relieved. Orders additional members as needed for the AMAC Support Team. Will consider ordering MCCO and

additional support personnel to prepare for activation of the AMAC when PL3 is extended and/or elevation to PL 4 is expected. At PL 4, AICC sends out memo to all dispatch stations explaining that fires and resources are prioritized by the AMAC, and daily updates with decisions will be made on the teletype.
- Participates in the daily National level coordination calls.
- Implements AMAC decisions.

AMAC Coordinator (MCCO)

- Obtains a delegation for implementing actions in PL3 from the AMAC chair.
- Sets up the area in which the AMAC Support team will operate. Refer to Appendix E for more information.
- Utilizes MAC Job Aid in Appendix F.
- Establishes with the AMAC concurrence, a daily schedule for meeting and conference calls. An example of a daily schedule of meetings can be found in Appendix F.
- Coordinates the AMAC meeting agenda. See Appendix H.
- Coordinates IC Call. Template found in Appendix I.
- Facilitates Managers Report. Format found in Appendix J.
- Facilitates Operations Incident Priorities Matrix using template found in Appendix K.
- 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.
- Arranges for and manages facilities and equipment necessary to carry out AMAC group functions.
- Assists the AMAC group decision process by facilitating the groups' conference call and/or meeting.
- May facilitate AWFCG issue discussion following prioritization of fires and allocation of resources by the AMAC.
- Distributes and documents decisions and coordinates with AICC Manager to insure their prompt implementation.
- Prior to each meeting, completes an incident priority summary worksheet utilizing information from ICS 209s and intelligence gathered from ICs, Fire Management Officers (FMO) or Protecting Agency Fire Operations specialist for review by the AMAC.
- Coordinates documentation package that resides with the AICC Manager.
- Coordinates an After Action Review (AAR) before the AMAC is disbanded.

Writer-Editor

- Documents actions associated with meetings, conference calls and updates on large fires in soft copy (MS Word, PowerPoint, etc.) as well as hard copy (white boards, signs, etc.).
- Posts approved notes for distribution to AMAC and post to approved websites.
- Maintains hardcopy document box and digital copies
- Works for the MCCO

Support Specialists

These Support Specialists provide information to assist in making informed decisions. Some of these positions will be working for AICC Manager and others will be working for the MCCO. The following positions will be filled as needed.

Protecting Agency Operations Representatives

Ordered by the Protecting Agencies. Department of Forestry (DOF) Operations Forester, Alaska Fire Service (AFS) Chief of Fire Operations, and a United States Forest Service (USFS) representative (when warranted) brief the AMAC on the fire situation statewide, prioritize fires for the AMAC's resource allocations approval, and identify current and emerging issues and concerns for the AMAC to address.

- Makes recommendation for priority fire and resource allocations.
- Identifies current and emerging issues for the AMAC to address.
- Completes priority matrix when warranted. See Appendix K.
- Implements decisions for reprioritization of resources.
- Coordinates a proposed priority of the top 2-4 fires and a list of fires of interest for AMAC approval.
- At PL4, Protecting Agency Operation Representatives will each be assigned an intelligence specialist to assist in their operations.

Aviation Coordinator

- Identifies critical needs and surplus along with timeframes.
- Identifies significant events.
- Coordinates with fires to meet needs.
- Commences consolidation of statewide fire aviation resources in PL3.
- May request an air intelligence specialist if needed as a part AMAC support.
- Crew Coordinator
- Identifies critical needs and surplus with the Protecting Agency Operations
- Identifies critical needs with timeframes along with timeframes.
- Identifies significant events that would impact operations and works with the Protecting Agency Operations.
- Coordinates with fires to meet needs.
- Commences consolidation of statewide crew resources in PL3.

Support Specialists from AICC

These individuals attend the AMAC meetings and the IC call when requested to provide the current information and intelligence to the AMAC.

Joint Information 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. Consider ordering at PL3, but circumstances may require activation at other preparedness levels. The JIC Manager works for the AICC Manager.

- Attends the AMAC and Incident Commander Call and other meetings as requested.
- Brings forward emerging issues from the public to the AMAC.
- Supervises Public Information Officers (PIOs) staffing the JIC. The number of PIOs may increase or decrease consistent with the need and Incident Command System (ICS) principles.
- Responds to phone contacts from affected publics, media, and agencies.
- Arranges for media interviews and conducts media briefings as needed.
- Provide information through personal contacts (i.e. “trapline”) areas and areas of interest as appropriate.
- Coordinates with and supports Incident Management Teams (IMT) PIOs assigned to individual wildfire incidents.
- Provides fire information services for incidents and agencies without PIOs.
- Utilizes the most current social media to provide the agencies and public with current and accurate information.

Predictive Services Meteorologist

- Provides information on significant events both current and forecasted, i.e., wind events, dry lightning, and changes in weather patterns.
- Produces a 3-5 day weather outlook.
- Works for the AICC Center Manager.

Fire Behavior Specialist

- Coordinates fire behavior requests with the Jurisdictional Agencies and the three Operations Chiefs from the Protecting Agencies.
- Coordinates with the AMAC group for prioritization of fire behavior requests. The prioritization may include but not be limited to the following considerations:
    - Emergent fires
    - Fires in proximity to identified values
    - Fires without obvious natural barriers
    - Fires with long-term potential
    - Politically or publicly sensitive fires

    - Fires with potential for high costs
- Works with Predictive Services meteorologist to develop fuels advisory as needed.
- Works for the AICC Manager

Additional Support Personnel

These positions are ordered during PL3, as needed, and initially be part of the AICC organization for information gathering and will be reassigned to the AMAC when the AMAC is operating. The number of positions is dependent on the complexity of the operations. The MCCO will determine the number and type of positions and will work with the AICC Center Manager daily to determine needs.

Situation Unit Leader

- Keeps the 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 list, pending, and filled resource orders via ROSS reports.
- Schedules ROSS reports for Overhead, Crews, Equipment, and Aircraft based on functional area needing prioritization.
- Provides visual display processing for daily IC calls and AMAC webinar
- Assists MCCO as needed.
- Works for the MCCO.

Safety Specialist

- Provides the AMAC with organizing any on-sight reviews and to identify safety issues
- Monitors the overall safety situation for the geographic area.
- Understands and can communicate safety principles and policies in an interagency context.
- Facilitates the daily Incident Safety Officer Conference Call with IMT Safety Officers and State/Regional fire safety managers.
- Collects safety-related data from incidents/units and maintains a running trend analysis on accidents, injuries, fatalities, and issues. Recommend opportunities for lessons learned on accidents, injuries and near misses.
- When requested, coordinates, implements and daily reporting to AMAC roving Safety Team(s)

Air Resource Advisors

- Ordered as needed to with work with Predictive Services in the development of air monitoring plans, advisories and reviews.

Incident/Unit Representatives

Incident Management Teams (IMT)

The AMAC does not direct the Incident Management Teams who retain the delegated authority and responsibility for on-the- ground management of the incident organization. Incident management teams organizations are to expedite the transfer of critical intelligence through established dispatch channels. The AMAC will assist the Protecting Agency in the assignment of a Liaison to assist incoming IMTs.

Responsibilities of incident management teams:

- Complete Incident Status Summaries (Form ICS 209) in a timely manner.
- 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:
- Completes 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.

Activities by Preparedness Level (PL)

Preparedness Levels 1 & 2: AMAC members review of the AICC Situation Reports available at https://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 will review management actions in Alaska Mobilization Guide. As PL3 "plus" approaches, the AICC Manger will order MCCO and as needed Support Specialist to gather information needed when the AMAC is assembled and to be reassigned at that time to the MCCO.

Preparedness Levels 4

AMAC members will be assembled as directed by the AMAC Chair or AICC Manager. Activation may involve daily conference calls or face-to-face meetings.

Preparedness Levels 5

AMAC members will be assembled as directed by the AMAC Chair for face-to-face meetings. AMAC members who have fires on the priority list or list of interest should gather intelligence prior to meeting to ensure agency needs are being met.

AMAC Meetings

General Meeting

- 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 MCCO will provide a standard meeting agenda (see Appendix H). The Coordinator will follow the agenda and will keep unscheduled items/issues to a minimum.
- Additional meetings to support Operations and Budget relative to AMAC concerns may be held with attendance as appropriate.

Attendance

The following are expected to attend the AMAC general meetings:

- MCCO Coordinator, Chair, and Members
- AICC Meteorologist
- Protecting Agency Operations
- Aviation Coordinator
- Crew Coordinator
- Safety Specialist
- NMAC Representative
- AICC Manager
- JIC Manager
- Writer-Editor

The following subject matter experts maybe called upon as needed:

- Long Term Fire Behavior Analyst or equivalent assigned to AICC
- AICC Intelligence Coordinator
- Lead Resources Planner
- Air Resource Advisor

Agenda

Meeting agendas will identify, address and action taken to resolve:

- Make a daily determination to prioritize fires for resource allocation.
- Current and emerging issues or concerns.
- Members' special interests or concerns.
- Each meeting the Protecting Agency Operations Specialists will give a brief summary of each fire, critical needs etc.
- Resource allocations.

- WFDSS analysis priorities.
- Political or media queries.
- A plan for implementing AMAC decisions.
- Implementation status of previous decisions.
- Report to NMAC Representative updates and allocation needs.
- Status of the JIC and issues relating to their operations.

Subject matter experts will brief the AMAC on:

- Current situation
- Significant events

Forms and Templates

The following AMAC forms and template scan be found in Appendix H and I:

- AMAC Manager's Report (functional report found in the AMAC folder on the network)
- AMAC General Meeting/Call

Decisions

Decision Process: Consensus is a group decision-making process that works to include all persons making the decision; a quorum of 51% of the voting members is required to conduct a vote. The process to evaluate a proposal and arrive at a decision is:

1. Presentation: The sponsor introduces the topic and suggested proposal.
2. Discussion: Each member is afforded the opportunity to air either affirming or dissenting opinions for the group's consideration and deliberation. If the opinion is dissenting, the member may suggest alternatives. The goal is to analyze the topic, identify opinions and, if necessary, develop alternatives.
3. Formation of a proposal: Based on the discussion, the original proposal or an amended or re-phrased proposal is configured for a vote.
4. Call for consensus: Consensus decision making does not require unabridged agreement by all members; a majority vote of attending voting members is sufficient for a decision. All decisions will be recorded in the minutes.

If the members determine that the issue warrants further investigation, the Chair may establish a task group to develop alternative(s) for the full group's consideration. The task group will be given a due date and discussion scheduled for a future meeting and voting reverts to a simple majority vote.

Some issues will involve trade-offs and the various decision alternatives will not satisfy everyone. However, once a decision has been reached, all members agree to abide with the group's decision and implement that decision to the extent possible within their respective agencies. It is recognized that for a decision to be implemented it must comply with individual agency's rules and regulations.

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

Executive Meeting/Conference

Attendance

The following are expected to attend the AMAC Executive Meeting:

- AMAC Chair and Voting Members
- AMAC Coordinator
- AICC Manager
- Writer-Editor

Agenda

Agenda may or may not be provided. At the end of the General Meeting, the AMAC Coordinator will ask if an Executive Session is needed. In other situations, a session will be known ahead of time and the Chair may have developed an agenda.

Forms and Templates

There are no forms or templates for this meeting.

Decisions

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

Documentation

Notes may be taken by individual AMAC members. The AMAC will determine what, if any talking points will be disseminated outside of the Executive AMAC and how.

Operations Support

Incident Commander Call

Attendance

The following are expected to attend the Incident Commander Conference Call:

- MCCO who coordinates
- DOF, USFS and AFS Operations Specialists
- Incident Commanders Type 1, 2 and 3
- AMAC Chair
- Situation Unit Leader
- Aviation Coordinator
- JIC Manager
- Writer-Editor

Agenda

- Roll Call
    - Incident Update
    - Incident Objectives for the day and the probability of success
    - Prior day successes/challenges
    - Critical resource needs
    - Identify threats to be mitigated
    - Critical objectives to be accomplished with resources
    - Resources available to be reassigned
    - Injuries or other safety concerns
    - Additional items of interest
- Protection Agency Operations Specialist
- AMAC Chair Questions/Comments

Forms and Templates

Operations Incident Commander Conference Call template is found in Appendix I.

Decisions

Information gathering only.

Documentation

Notes from the meeting will be kept as required; however, they will not be disseminated.

Operations Prioritization and Resource Allocation Meeting

Attendance

DOF, USFS and AFS Operations Specialists

- AMAC Chair
- Personnel assisting DOF and Operations Specialists (if needed)
- AMAC Coordinator
- AICC Manager
- Crew Coordinator

- Writer-Editor

Agenda

- Prioritization of incidents for Alaska for consideration by the AMAC.
- Allocation of critical resources.

Forms and Templates

An Operations Prioritization Matrix (illustration) can be found in Appendix K. The functional one can be found in the AMAC folder on the network.

Decisions

Draft prioritization of all large fires across the land of Alaska for consideration by AMAC. Allocation of critical resources determined

Documentation

Matrix for initial prioritization that serves as a starting point for Operations will be kept in the MAC folder.

De-Activation

As the fire resources situation moderates and preparedness levels no longer warrant the AMAC's role, a recommendation to de-activate will be made by the AICC Manager.

The AMAC Coordinator will remain activated with support personnel as needed to complete necessary documentation and secure records. Documentation will reside with the AICC Manager.

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 initiates 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.

NMAC documents including the NMAC's Operating Plan and Incident Prioritization Worksheet are available http://www.nifc.gov/nicc/administrative/nmac/i ndex.html

Review & Modification of the AMAC Handbook

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

APPENDIX A – Delegation of Authority

See Master Agreement for roles and responsibilities as assigned to the Jurisdictional and Protection Agencies.

APPENDIX B - AMAC Contact List

AMAC CONTACT LIST				
Membership				
NAME	Agency	Phone	Mobile	E-MAIL

APPENDIX C - Sample Letter of Delegation to the AMAC Coordinator

AWFCG Letterhead
To: (Proposed AMAC Coordinator)

From: AMAC Chair

Subject: Delegation of Authority for Alaska Multi-Agency Group Coordinator

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

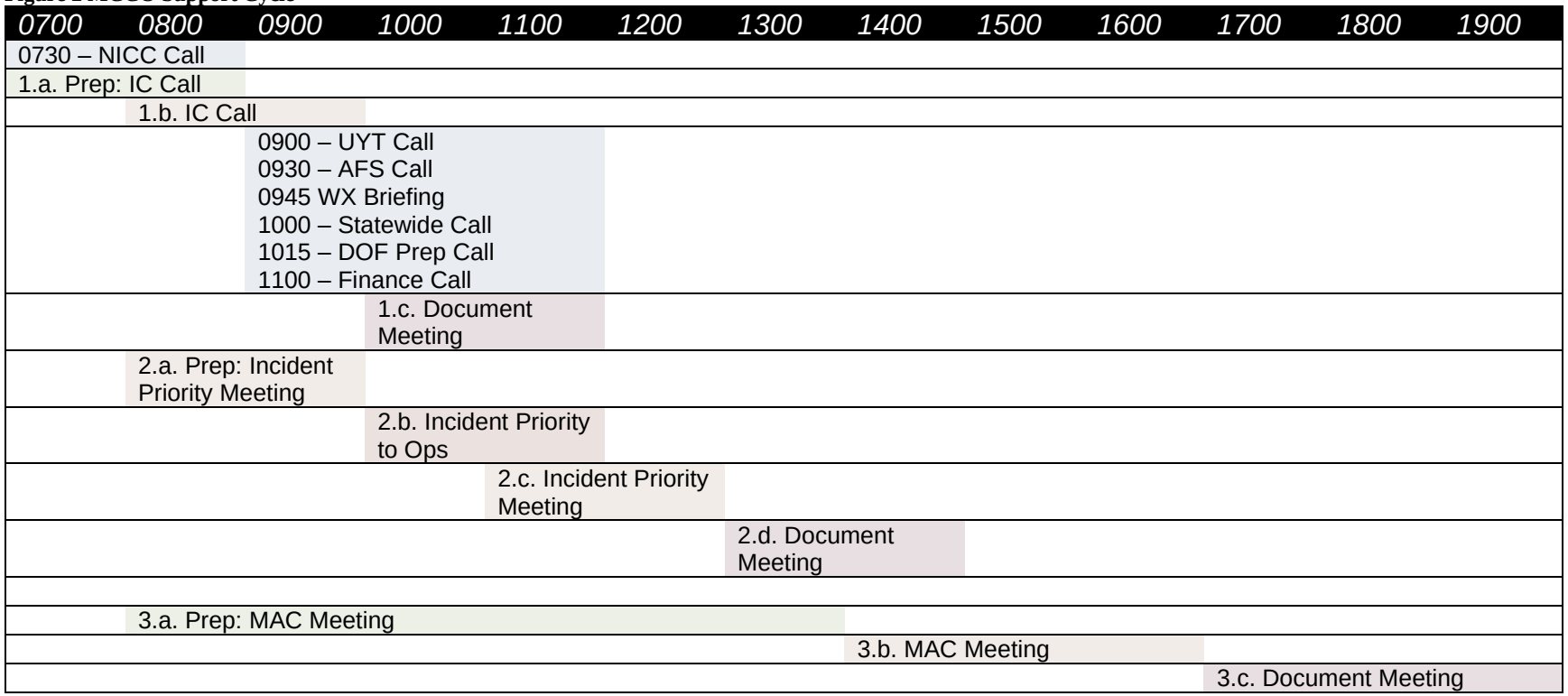
Operate in accordance with the AMAC Operating Handbook.
Facilitate AMAC Group Meeting and conference calls.
Implement decisions of the AMAC.
Signature Authority for direction/procedural correspondence as it relates to AMAC decisions.

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.

Signature

APPENDIX G - Alaska Multi-Agency Coordinating Group Meeting Schedule

Figure 2 MCCO Support Cycle



APPENDIX H - Sample AMAC Meeting Agenda

Agenda Item

- Roll Call
- National Situation/NMAC Update
- National Resource Update
- Alaska Situation and Resource Update
- Summary of Statewide Fire Activity
    - AFS Representative
    - DOF Representative
    - Aviation Operations
    - Safety
- AMAC
- Incident Priorities - MCCO
- Critical Needs

Draft Incident Priority for Operational Period XX-XX-XXXX

Figure 3 Incident Priority List Example

Priority Number	Fire Name
1	
2	

Fires of Interest

- Mid and Long Term planning for Critical Resource needs:
    - 7 day Weather and Fuels briefing- AICC Meteorologists/Fire Analysts
- Resource Status:
    - Crews –Lead Resources Planner

Round Robin

Briefly express specific agency concerns, issues and updates

- AFS/BLM
- DOF
- BIA
- FWS
- Native Rep.
- USFS
- NPS
- AICC
- NMAC

Bin Items

Executive Session

APPENDIX I - AMAC IC Conference Call Template

DATE: 0830 Daily 1-888-459-XXXX Passcode #

Facilitated by MCCO

Reminder:

Incidents by Priority	***Type***	***Incident Commander***	***Present***	***Absent***	***Comments***

Format for IC Call

Summary of Events

Conference Call Leader

IC Update: [Presented in order by MAC priority] Area/Incident Commander, IC's/acting's introduce themselves/acting's when incident is called upon;
In 3 minutes or less – address the following:

- Any changes from the latest 209 report, especially evacuation levels.
- Prior day successes/challenges described using geographic features and cardinal directions rather than branch/division/road numbers.
- Today's objectives, especially critical missions (including values at risk); resources necessary for those critical missions (including number of shifts needed); and probability of success.
- Safety concerns including accidents, injuries, and near misses.
- Additional items of interest.

Resource Status Report

Emergency Operations Manager

- Identify any available shared or pre-positioned resources

NMAC Update

AMAC Coordinator

Wrap-up with IC's

Conference Call Leader

When call with the IC's is complete, they are invited to remain on the line at their discretion.
Validate any lend/lease discussion/decisions

- Notify IC's of STF availability

Agency or Sub-Geographic Area MAC Reports

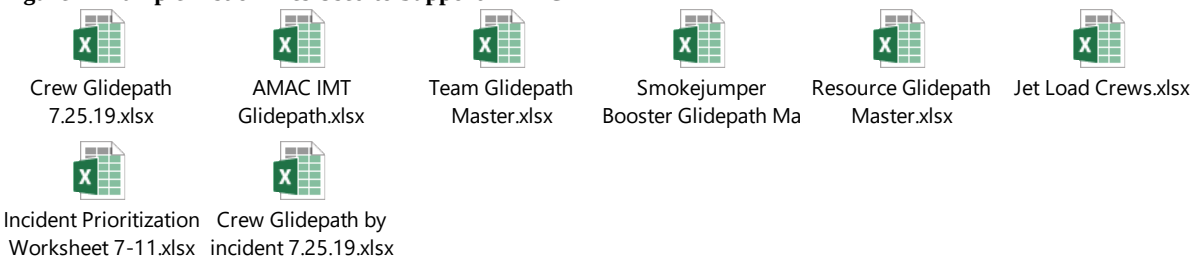
AMAC Chair

- Agency Reps provide information on T3/emerging incidents

Confirmation of next conference

Conference Call Leader

Figure 4 Example List of Files Used to Support AMAC



APPENDIX J - AMAC Manager's Report

Auto-generated from ICS209 System

APPENDIX K - Operations Incident Prioritization Matrix

Figure 5 Operations Incident Prioritization Worksheet

Incident Name:	Fire Nu	Unit:	% Containec	Incident Cmdr:	Mgmt Level:	Cost:	Acres:
Category	**Element**		**Value = 1**	**Value = 3**	**Value = 5**	**Value Assigned**	**Remarks**
Safety	Firefighter Safety		Low exposure and simple hazards.	Moderate exposure with several hazardous conditions.	High exposure that requires multiple mitigation strategies.		
	Public Safety		Low exposure or contact with the fire.	Moderate public exposures to hazards. Trigger points	Closures of highways and or evacuations are underway, or are likely.		
Communities and Structures	Probability fire will impact						
	residences or businesse	In 1Days	0 - 30%	31 - 70%	71 - 100%		
		In 3 Days	0 - 30%	31 - 70%	71 - 100%		
	community assets	In 1Days	0 - 30%	31 - 70%	71 - 100%		
		In 3 Days	0 - 30%	31 - 70%	71 - 100%		
	other structures	In 1Days	0 - 30%	31 - 70%	71 - 100%		
		In 3 Days	0 - 30%	31 - 70%	71 - 100%		
Resource Values	Impacts		Impacts are acceptable	A single resource value will be highly impacted or several values will be moderately impacted	Likely impact to multiple values is very high		
Meeting Incident Objectives	Difficulty		Objectives are difficult to achieve or	Objectives are moderately difficult to achieve	Objectives are easy to achieve.		
	Timing to Meet		>9days or < 2 days	5-8 days	2-4 days		
					Total =	**0**	
Category	**Element**	**Low**	**Moderate**	**High**	**Ranking and Comments**		
Social / Political Considerations	Complexity	No controversy or media interest	Some impacts which are generating controversy with internal and external contacts.	High impacts are generating controversy with internal and external contacts.			
					Date:	**Time:**	**Prepared by:**

Figure 6 Incident Prioritization Summary Worksheet Example

Operation's Incident Prioritization Summary	7/16/2015	Data from Matrix 6	Data from Matrix 11	Data from Matrix 10	Data from Matrix 12	Data from Matrix 4	Data from Matrix 5	Data from Matrix 9	Data from Matrix 2	Data from Matrix 8	Data from Matrix 3
Incident Priority	1										
Sum of Values	99	0	0	0	0	0	0	0	0	0	0
Responsible Unit		0	0	0	0	0	0	0	0	0	0
Incident Name	Initial Attack										
IMT Type		0	0	0	0	0	0	0	0	0	0
		0	0	0	0	0	0	0	0	0	0
Acreage		0	0	0	0	0	0	0	0	0	0
% Contained		0	0	0	0	1/0/1900	0	0	0	0	0
Cost-from 209		0	0	0	0	0	0	0	0	0	0
Expected Containment Date											
Safety (Firefighter/Public)		0	0	0	0	0	0	0	0	0	0
Communities and Structures		0	0	0	0	0	0	0	0	0	0
Resource Values		0	0	0	0	0	0	0	0	0	0
Meeting Incident Objectives		0	0	0	0	0	0	0	0	0	0
Social / Political Considerations		#VALUE!	#VALUE!	#VALUE!	0	0	0	#VALUE!	#VALUE!	#VALUE!	#VALUE!
Based on 209 Date:		7/15/2015	7/15/2015	7/15/2015	7/15/2015	7/15/2015	7/15/2015	7/15/2015	7/15/2015	7/15/2015	7/15/2015