

2015
Southern Area
Multi-Agency
Coordinating
Group

MAC
Operating
Plan



Southern Area Coordinating Group

1200 Ashwood Parkway, Suite 230

Atlanta, GA 30338

Date: June 18, 2015

Attached is the 2015 MAC Operating Plan. This guide is written to reflect the Multi-Agency needs of the Southern Area. This plan remains in effect until cancelled.

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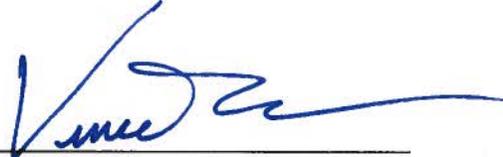
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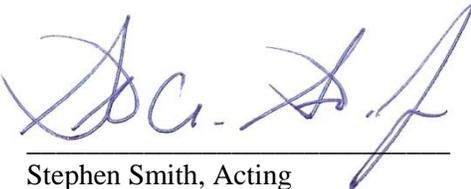
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I. Introduction

The Southern Area Multi-Agency Coordinating (SACG) Group consists of one representative from the following agencies:

USDA Forest Service, Southern Region

USDI National Park Service, Southern Region

USDI Fish and Wildlife Service, Region Four

USDI Bureau of Indian Affairs, Eastern Oklahoma, Southern Plains, or Eastern Region

Southern Group State Foresters

2015 MAC Membership includes:

SA MAC Group	Office	Cell	Email
Steve Holdsambeck, USFS Asst. Director Operations	404-347-2726	801-721-7258	sholdsamback@fs.fed.us
Willie Adams, NPS Wildland Fire Specialist	404-507-5629	404-909-2757	Willie_J_Adams_Jr@nps.gov
Jon Wallace, FWS Deputy RFMC	404-679-7244	208-830-1853	Jon_Wallace@fws.gov
Reese Kerbow, BIA Eastern Region FMO	615-564-6782	615-332-5474	reese.kerbow@bia.gov
Jim Prevette, SGSF Fire Director	919-413-5905	919-413-5905	jprevette@southernforests.org

The SACG members have been delegated authority by their respective agency directors to manage wildland fire operations on a Geographic Area scope when fire management resource shortages are probable. The Southern Area Geographic Area Coordination Center (SACC) is delegated the same authority when the SAMAC has not been activated.

The delegated authorities include:

- Establish priorities of fire management activities
- Direct, control and allocate regional and national resources within the Southern Area
- Implement decisions of the NMAC/SAMAC
- Develop geographic area strategies and contingency plans

This strategic direction optimizes firefighting capabilities as the tempo and severity of the season escalates. Likely scenarios include:

- Multiple large wildland fires burning within the Southern Area.
- Demand for firefighting resources remains high.
- As season progresses, fires take hold in “long interval” fire regimes where resistance to control will become more difficult.
- Contingency resources (military, National Guard, foreign specialists) are engaged.
- High social/political anxiety as efforts moves from offensive-oriented strategies to defensive-oriented strategies.
- Fireline supervision and command oversight will be limiting factors in determining safe, effective span-of-control.

The National Preparedness Strategy introduces operational expectations, reinforces performance, and clarifies existing policies and procedures. It provides for consistent

implementation of policy by Agency Administrators, Incident/Area Command Teams, and fire and aviation management personnel (Refer to NMAC Preparedness Strategy).

Preparedness Plans direct activity for responding to increasingly severe situations (Refer to **Southern Area Mobilization Guide**). The Southern Area Coordination Center will coordinate closely to assess the situation and needs which will include using Predictive Services to provide general prognosis of upcoming fire activity, and a more specific, state-by-state evaluation to anticipate critical fire situations.

II. Operating Procedures

A. SAMAC Group Activation

At Preparedness Level 3 or when significant commitment of resources is occurring the Southern Area Coordinating Group and SACC Center Manager will discuss and consider the need to activate the MAC Group. The decision to activate the MAC Group will be based on the number of large/complex/Incident Management Team (IMT) incidents, prescribed burns scheduled, predicted weather, percentage of area crews and initial attack resources committed, and the level of competition for resources between units and/or Geographic Areas or national incidents and activity.

The MAC Group and SACC Manager will also decide where the MAC Group and/or support staff should be physically located. MAC Group business is generally conducted via conference calls facilitated by the SACC Center Manager or MAC Coordinator if activated. Face to face meetings are scheduled as necessary.

B. Roles and Responsibilities

The MAC Group does not direct the Incident Management Teams or Area Command(s), who retain the authority and responsibility for on-the-ground management of the incident organization.

The roles and responsibilities of these Southern Area agency MAC representatives are as follows:

1. Prioritize fire management activities according to **Appendix 4**, and the National Response Framework and Department of Homeland Security Presidential Directive 5 (HSPD-5).
2. Allocate scarce/limited resources including all regional and national resources among incidents to assure safe, productive, wildland fire management activities commensurate with the priorities identified.
3. Develop "geographic strategies" based on the current and anticipated fire situation projections. These projections include draw-down plans, contingency plans and trigger points to enact them.
4. Review policies/agreements for resource allocation including the NMAC Preparedness Strategy.
5. Recommend staffing guidelines. Monitor the effects of short-term and cumulative fatigue.
6. Review the need for involvement by other agencies. Coordinate firefighting efforts and strategies with states, tribes, local government and other key entities.

7. Determine the need for activation of national military resources.
8. Determine the need for and designate location(s) of mobilization and demobilization Center.
9. Provide information and perspective to agencies wishing to proceed with fires managed for multiple objectives or prescribed fire application as indicated on the go/no go checklist.
10. Interact with local/zone level MAC Groups to assess priorities for resource allocation and with the national level MAC Group to support the Area's resource needs.
11. Provide disaster coordination at the State and Federal levels as a partner in the National Response Framework.
12. Improve political interfaces.
13. Insure IR scheduling is taking area priorities into account.
14. Encourage and support interagency prevention and education programs.
15. Determine need and support Wildland Fire and Aviation Safety Teams (FAST) and Aviation Safety Assistance Teams (ASAT).

C. SAMAC/NMAC Coordination

The National Multi-Agency Coordinating Group (NMAC) consists of one representative from the following agencies:

1. National Association of State Foresters (NASF)
2. USDA Forest Service (USFS)
3. National Park Service (NPS)
4. Bureau of Land Management (BLM)* Representative to SAMAC
5. Fish and Wildlife Service (FWS)
6. Bureau of Indian Affairs (BIA)
7. Federal Emergency Management Agency (United States Fire Administration) (FEMA-USFA)

Other Attendees will be authorized by the Directors:

1. National Weather Service (Meteorologist-in-Charge)
2. External Affairs
3. General Services Administration (GSA)
4. Military Liaison
5. Aviation Management (AMD, USFS, BLM, etc.)

NMAC has written delegated authority from their respective agency heads to: Represent their agency on all matters related to wildland fire operations. This includes membership on the NMAC, determining national priorities, and allocating/reallocating resources.

Responsibilities include:

- A. Determine and set National priorities.
- B. Direct, control, allocate or reallocate resources among or between Geographic Areas to meet NMAC priorities.
- C. Provide policy modification and direction for procedures, standards, and methods.
- D. Coordinate information and situation assessments between agencies and publics.

The NMAC will initiate conference calls with GMACs as the situation warrants.

The NMAC requires information from the SAMAC to prioritize and allocate resources in accordance with the National Strategy. SAMAC will be asked to provide a description of the process being utilized to establish priorities. Additionally, SAMAC should provide an assessment of the current overall situation which includes an analysis of whether the situation should improve or deteriorate over the next seven days. Descriptions of risks associated with specific incidents that may pose a threat to communities or critical infrastructure is paramount. SAMAC will submit information and priority matrix to NICC via e-mail to NICC_Intell@nifc.blm.gov.

When situations warrant, NMAC will require rationale and information for assignment of Type 1 Incident Management Teams and Area Command teams (**Appendix 3**).

At National Preparedness Levels 4 and 5, list specific resources required to accomplish priority incident objectives and describe whether those needs can be met from within the Geographic Area or not.

The NMAC will provide a liaison to the SAMAC to coordinate issues and concerns.

D. SAMAC and Area Command Coordination

SAMAC will need to establish expectations with incoming Area Commands for how they will interact with SAMAC. It is important to stress the need for intelligence and accurate resource status and location. This information assists in setting geographic area priorities and allocation of resources.

SAMAC Expectations:

- Intelligence information goes to local/SACC dispatch and SAMAC.
- IC's need to be on SA IC call each day.
- Respond to SAMAC data requests.
- All resource availability and release information needs to be passed to local dispatch/SACC and SAMAC.
- Area Command Letter of Delegation should include direction pertaining to Trespass fires.

E. Southern Area MAC Group Meetings

Official SAMAC Meetings will be conducted either in-person or via conference call, as determined by the SAMAC Group and SACC Center Manager. The choice of meeting method will be determined by a consensus of SAMAC members.

Conference Calls

If a dedicated MAC Coordinator is not assigned, the SACC Center Manager will facilitate the call. The call time may be adjusted based on activity or to coordinate with the NMAC. The purpose of these calls is to:

- Receive a timely update on incident activity and resource status.
- Outline potential resource needs.
- Discuss and establish geographic area incident and resource allocation priorities.
- Identify and resolve concerns and problems.
- Discuss Incident Management Team issues (extensions, rotations, etc.)

Conference call participants will be the SAMAC members and spokespersons for the Southern Area Coordinating Group. The SAMAC conference calls will be held on the Southern Area Phone Bridge. The format for SAMAC Calls is **Appendix 5**.

In-Person Meetings

The SAMAC may decide to hold an in-person meeting rather than conference calls depending upon activity and issues that need to be addressed. The in-person meetings are usually held at SACC in a meeting room with a conference phone so persons who couldn't travel can participate.

III. Support Organization Roles and Responsibilities

A. MAC Group Coordinator (MCCO)

Initially, the Center Manager of the SACC carries out the duties of the MAC Coordinator. If desired, a qualified MAC Coordinator may be brought in to relieve the Center Manager of this workload.

B. MAC Group Coordinator Qualifications

Recommended: Attendance of M-480 and/or Southern Area MAC Refresher or Workshop

Required: In-depth knowledge of the WFDSS/209 process. Familiar with protocols based on National and Area Preparedness Levels. Knowledge of the dispatch/coordination system, ICS, NIMS and Incident Management Team protocols.

C. Roles and Responsibilities of the MAC Coordinator

The MAC Coordinator, through written letter of delegation of authority (**Appendix 2**) performs the following:

1. Determines need for support staff including, administrative assistance, Aviation Coordinator, Fire Behavior Analyst, etc.
2. Coordinates with the SACC Predictive Services section to assure that required information is being provided to the MAC Group within the time frames specified.
3. Arranges for and manages the facilities and equipment necessary to carry out the MAC Group functions.
4. Assists the MAC Group decision process by facilitating the group's conference calls and/or meetings according to established SAMAC protocol (**Appendix 5**).

5. Reviews ICS-209, SIT Reports, WFDSS for each incident in order to complete the Priority Decision Matrix and the Incident Prioritization Worksheet (**Appendix 4**).
6. Documents the MAC Group's decisions and coordinates with the SACC Manager (if the Center Manager/MAC Coordinator functions have been separated) to assure their prompt implementation.
7. Disseminates conference call/meeting notes, incident priority lists, NMAC correspondence and other MAC Group related information.

D. Geographic Aviation Coordinator

The Geographic Area Aviation Coordinator works directly for the SACC Center Manager. The Geographic Area AC is responsible for the following:

- Make recommendations regarding aerial assets when SAMAC establishes priorities.
- Establish aircraft allocation and reallocation for both Initial Attack and Large Fire support based on priorities established by SAMAC and NMAC.
- Track aircraft use and report as required by NMAC, SAMAC, and/or SACCs.
- Inform SAMAC of the capabilities and limitations of the aerial assets assigned to the geographic area based on current and expected fire load.
- The MAC Aviation Coordinator will work with the SA Coordination Center/SAMAC to manage the resources under the total mobility concept, which emphasizes positioning resources in areas with the greatest fire potential and the greatest probability of success based on Predictive Services information.

The MAC Aviation Coordinator is most effective when located SACC and near the Aircraft Coordinator. They are generally activated at Preparedness Level 3 when large incidents are occurring; or heavy, long-term initial or extended attack where a large numbers of non-local aircraft are stationed within or assigned to a unit for an extended period of time.

E. MAC Aviation Coordinator Qualifications

Recommended: Fully qualified as an Air Operations Branch Director (AOBD), Regional Aviation Officer or Helicopter Operations Specialist.
Required: Experience as an agency aviation program manager. In depth knowledge of the dispatch/coordination system, management of national aviation resources, and aviation management strategies based on National and Area Preparedness levels. It is also recommended that the individual has completed the Southern Area MAC Training.

F. Communications Coordinator

A Communications Coordinator (COMC) must be assigned when a second 4390 Starter System is assigned to any incident with a one hundred mile radius of the first assigned 4390 system. When the Southern Area MAC is activated this is generally the situation. One Communications Coordinator may be able to cover the entire Southern Area.

G. SACC Predictive Services

The current outlooks are available on the Southern Area Coordination Center's Websites: <http://gacc.nifc.gov/sacc/>

In order to support the MAC Group’s requirements that situation, resource status, and fire behavior information is accurate and current, the SACC Predictive Services sections will expand as needed. This may involve splitting the function into separate Situation, Resource, and Fire Behavior Units under the Intelligence Coordinator and/or Fire Weather Program Manager’s direction.

All information will be collected via existing dispatch/coordination channels and given to the SACC Center Manger/MAC Coordinator for consolidation and presentation to the MAC Group. Unless constrained by extremely tight time frames, any requests for information in addition to the required products listed below will flow back down through the MAC Coordinator the SACC Predictive Services sections for collection. Conversely, the MAC Group will keep the Predictive Services section informed of any individually collected information.

Depending on complexity, the MAC Group will assess the need to assign and Information Officer to the group.

IV. Information Requirements

A. SA MAC Requirements

<i>Information Type</i>	<i>Source</i>
Resource Status (Available/Committed)	SACC web sites, SIT Report, WildCAD, ROSS, COGNOS and other data bases.
Summary of outstanding resource requests	ICS-209, ROSS, COGNOS, SACC data bases
Resources available for re-assignment	ROSS, COGNOS, Demob Plans, Resource Availability Lists
Incident Status Information	Needed for each incident:
Incident Priorities	ICS-209
	WFDSS
	Incident Action Plan
	Fire Closures
	Priority Decision Matrix
	Criterion Decision Plus
Fire Behavior Information	SACC FBAN
	Incident FBAN's
Short/Long Range Weather Forecasts	SACC Meteorologists National Weather Service

B. NMAC Information Requirements

NMAC requires incident information from the Geographic Area via the NMAC Incident Prioritization Worksheet (**Appendix 4**). Information required to complete the worksheet includes:

- Incidents prioritized by name as established by SAMAC.
- Communities and critical infra-structure threatened.
- Probability of occurrence within the next seven days.
- Prioritize the numbers and types of critical resources needed (from external sources) to mitigate the identified threats.
- Critical objectives to be accomplished if critical resources are made available.

V. MAC Group Products

The flow of information regarding MAC Group decisions is from the SACC Center Manager or MAC Coordinator if activated through the dispatch/coordination system or through individual members to their agencies for implementation.

A. Southern Area Priority Worksheet

On a daily basis, the MAC Group can be expected to issue an Incident Situation Summary that will provide a short overview of the situation within the Southern Area, along with the following:

1. Prioritized list of fires and additional resources to be assigned (as they become available).
2. Immediate recommended actions (mitigation).
3. Next most serious concerns – not yet acted upon.
4. Suggestions to mitigate concerns, such as;
 - a. Activate Aviation Safety (ASAT) and or Fire and Aviation Safety (FAST) teams.
 - b. Activate portable FAA tower operations.
 - c. Change pilot duty limitations. Require adequate notice before release or reassignment of resources.
 - d. Train local workforce and/or hire more AD personnel, including fire crews.
 - e. Recommend activation of Mobilization Center.
 - f. Maintain supporting documentation.
 - g. Dissemination of conference call and meeting notes.

B. Southern Area Priority Decision Matrix

The SA Priority Decision Matrix form (included in **Appendix 4** of this plan) will be completed for each large wildland and prescribed fire during Preparedness Levels 3, 4 and 5, based on intelligence information submitted in response to the requirements in Section IV, A. above. This will allow each incident to be given a numerical ranking for each of the following elements:

1. Firefighter safety.
2. Public safety.
3. Objectives.
4. Duration of resource commitment.

5. Improvements to be protected.
6. Cultural and natural resource values.
7. Social, economic and political impacts/concerns.
8. Economic considerations/cost containment.
9. Threats to boundaries.

Within each ranking element, three different point values can be chosen in order to reflect the complexity of the incident. Total points are derived by multiplying the value assigned by the weighting factor (value assigned x weighting factor = total points). The matrix can be adjusted to reflect changing situations. Insure weight factor total remains 33. It is critical that the MAC Coordinator determine if the desired result is reflected in results.

In lieu of the Priority Decision Matrix new technology and software products such as Criterium Decision Plus may be an alternative

VI.

Appendices

Appendix 1

Chapter 10, of the National Interagency Mobilization Guide lists the following criteria and priorities. These are not listed by order or importance.

In setting priorities, the following criteria should be considered:

- A. Maintaining initial action capability.
- B. Protecting communities and community infrastructure, other property improvements, and natural and cultural resources.
- C. Limiting costs without compromising safety.
- D. Meeting agency suppression objectives.
- E. Support to National Response Framework (NRF) taskings.

Appendix 2

Delegation of Authority - MAC Coordinator

Date:

To:

From:

Subject: Delegation of Authority for SA MAC Coordinator

This memorandum provides official delegated authority to the Southern Area MAC Group Coordinator, _____ to act on behalf of the Southern Area Coordinating Group in the following areas:

- **Establish protection objectives.**
- **Adhere to 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 Geographic Area priorities.**
- **Implement decisions of the SA MAC Group.**

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.

Appendix 3

NATIONAL TYPE 1 INCIDENT MANAGEMENT TEAM / AREA COMMAND RATIONALE

When situations warrant, the NMAC requires rationale and information for commitment of a National Type 1 Incident Management Team prior to mobilization. For example, this would also apply to a California Type 1 IMT being mobilized within California. The rationale must include an identification of the immediate threat to firefighter or public safety along with a short and long term assessment of the risk to communities, which could include threats to natural resources supporting a community.

Additionally, GMACs should be prepared to give the same rationale to request a Type 2 IMT as the team may be coming from outside the geographic area.

This is a listing of some examples that would assist in composing rationale to the NMAC:

- 1) Life threatening situations (firefighter or public safety)
 - Evacuations currently taking place
 - Advisory evacuations
 - Evacuation plans in place
 - Road, highway, or freeway closures

- 2) Real Property Threatened
 - Number of structures, commercial and/or residences
 - Number of subdivisions
 - Name communities and number of populace
 - Historical significant cultural resources
 - Natural resources, such as crops, grazing, timber, watershed
 - Major power lines, energy sources

- 3) High Damage Potential
 - Long term or short term damage potential
 - Plausible impacts on community

- 4) Incident Complexity
 - Multi-jurisdictional
 - Fuel type, size and growth potential
 - Political situations
 - Severity, extreme fire behavior and fuels conditions

As warranted, written rationale will also be required with an order for an Area Command Team. The GMAC or the GACG should address the following: an assessment of the risks/threats which warrant the use of an Area Command to include political sensitivities and management implications, general size of the area.

Appendix 4

Southern Area Priority Summary

MM/DD/YYYY

Priority	Incident	Team / Mob Date	Resource Needs	Resources Threatened	Comments
1	Initial Attack and Emerging Fires				
2					
3					
4					
5					
6					

The following fires are new starts that are **PENDING** priority status; when WFSAs are completed they will be prioritized.

Incident	Team	Resource Needs	Resources Threatened	<i>Comments</i>

PRIORITY DECISION MATRIX

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

	WFDSS	Yes	No	
	Critical Resources on Incident	Yes	No	
	TOTAL PRIORITY POINTS			
	MAC Group Priority Ranking			

Appendix 5

Operating Guidelines for Conduct of the Mac Group Meeting/Conference Call

SOUTHERN AREA - MAC Group Guidelines and Meeting Outline

Date:

Time:

TO BE READ BY MAC GROUP COORDINATOR AT START OF EACH MEETING:

- “Hello, this is _____, MAC Group Coordinator
 - After the roll-call, a briefing with, incident status reports from the Incident Commanders Intelligence Report, Weather, and Fire Behavior, followed by, Decision Support, State, National, and Area MAC Situation Status Report, and Media/and VIP issues.
 - At the conclusion of the intelligence gathering portion of this meeting, Incident Commanders, State Representatives, and other non-MAC-Group participants are encouraged to leave the call/meeting. **
 - MAC Group members will remain on the line to set incident priorities, allocate or reallocate resources, develop contingency plans, and discuss other business.
 - All meeting participants are reminded to mute their phones, and ensure their cell phones and pagers are set to silent mode during this meeting. If you have a reason to believe your phone is disrupting the meeting, please disconnect and call back when you have a more suitable connection.
 - Thank you for your participation. We’ll begin with the roll call.”
-

MAC Coordinator: INTRODUCTIONS/ROLL CALL (give your name please):

MAC Group Member Agency	MAC Group Members	Other Participants	
State Foresters:		SACC:	
NPS:		National MAC:	
USFS:		Area Command:	
USFWS:		State MAC Group:	
BIA:		Agency Administrators:	
SACC Center Manager:		Other Participants:	
		MAC Group Coordinator:	

SITUATION STATUS: *(Note to MAC Coordinator: ask for any questions after each section)*
(IC's) Incident Reports (see IC reporting form – if IC's have critical needs that are in competition, query them on what the mission for the critical resource will be, how long they will need it, when they anticipate release):

Incident Commander Update:

SACC Intelligence Report:

(SACC) Weather Outlook:

(SACC) Fire Behavior Analyst Center:

MAC Decision Support Center:

Local MAC:

NMAC:

SACG MAC Member Reports:

NPS:

State Foresters:

USFS:

USFWS:

BIA:

SACC General Situation/Other emerging incidents or activity where IC did not make the call:

Resources (Significant critical resource accumulation on incidents. Critical resources on order, filled/unfilled, critical shortages):

(MAC Coordinator) Any Media/VIP Issues:

(MAC Coordinator) Any other issues prior to IC's leaving the call
Set date/time for next MAC call/meeting, if necessary, before IC's leave the call

(MAC Coordinator) ** "That completes the intelligence gathering portion of the meeting. Non-MAC members are now invited to leave the call or stay if you like."

(MAC Coordinator) AGENCY ISSUES:

NPS _____

StateForesters _____

USFS _____

USFWS _____

BIA _____

SACC _____

NMAC _____

(MAC Coordinator)DECISION MAKING: *(MAC Coordinator displays the resource spreadsheet and the fire prioritization matrix, and flips between them as needed)*

-- Determine incident priorities (after I.A. - Include extended attack and multiple objective fires that are active or requiring significant resources). Appendix 4 SA MAC Operating Plan

-- Identify Critical Firefighting Resources, shortages and plan to make more available if necessary. Make Resource Allocation and Reallocations after considering trading and ready reserve. Order of Release State ROSS, EERA, VIPR, CO-OP, Fed in SACC, FED Outside SACC

-- Develop/recommend additional contingency action plans.

(MAC Coordinator)OTHER ISSUES:

- Any other MAC related issues?
- Any SACG issues?

(MAC Coordinator) *Reminder of date/time for next MAC call, or if there will be an SA MAC/only executive call. "Thanks for attending. That ends the call."*

(MAC Coordinator) *MAC coordinator will issue and post written decision documents. The incident prioritizations will be disseminated as appropriate where the IC's can get for their daily WFDSS validations.*

Appendix 6

Southern Area MAC, Aviation - Conference Call

Date: *Time:*

ASAT:

FAST:

Incidents:

Area Command:

State Aviation Managers:

R08 HOS:

R08 Aviation Safety:

Unit Aviation Managers:

Airtanker Base Managers:

Airspace Coordinators:

Communications Coordinator:

MAC Aviation Coordinator:

Other issues:

Next Conference Call: *Date/Time*

Appendix 7

Aviation Safety and Technical Assistance Team (ASAT)

The Southern Area utilizes ASATs to provide assistance to Field Units during high levels of aviation activity. The following information describes the implementation, composition, objectives, and responsibilities that characterize these teams.

Mobilization: Any Agency Aviation Manager may request mobilization of ASATs to the Southern Area MAC Group if they have any technical or safety related aviation concerns that exceed the Units ability to monitor or resolve. Field units, through any Agency Aviation Manager may also request an ASAT for their Unit.

Accountability: The ASAT is responsible to the Southern Area Multi-Agency Coordination Group. They are an extension of the Group and are NOT assigned to Incident Command (IC), Area Command (AC), National Multi-agency Coordination Group (NMAC) or Agency Administrator (AA).

Purpose: ASATs were developed to provide assistance to field units and Aviation Managers during times of heavy use of aviation resources to help identify aviation related issues that may increase during more complex activity periods. This includes clarifying policy, providing assistance in approving aircraft and pilots, and assisting with maintenance issues.

Composition: The composition of an ASAT will vary. Normal team structure consists of 4-5 members and usually includes a Helicopter Operations Specialist, Aviation Maintenance Specialist, Aviation Safety Specialist, Fixed-wing Specialist, Helicopter Inspector Pilot, Avionics Inspector, and/or Air Tanker Base Specialist. Team members are available from USDA Forest Service, Office of Aircraft Services, USDI Bureau of Land Management, USDI Bureau of Indian Affairs, National Park Service, U.S. Fish and Wildlife Service and State agencies. Team composition will be interagency whenever possible.

Objective: Assist field units to enhance:

- Safety/Accident Prevention
- Efficiency and effectiveness of aviation operations
- Technical assistance to aircraft managers, flight crews and Unit/Incident Management Team (IMT) personnel

Team Protocol:

- Receive assignment briefing from the SA MAC Group.
- In-brief with the Agency Administer, Fire Management Officer (FMO), and/or Unit Aviation Officer (UAO) discussing Unit/STAT needs and expectations, and identifying local aviation management issues. Contact IMT, IC and/or Air Ops Branch Director (AOBD) discussing same points.
- Provide daily feedback to the effected Regional/State Aviation Managers and SA MAC Group.
- Conduct an exit brief with AA, FMO and/or UAO, and IC.

Responsibilities: ASATs will visit helicopter or fixed-wing bases to observe and assist aviation operation personnel to ensure compliance with agency standards, assess management staffing levels, review load calculations and other administrative documents, attend briefings, review safety plans, ensure SAFECOMs are filed, provide recommendations or issue solutions for technical or safety related issues to aviation managers, and approve/re-approve aircraft, pilots and fuel trucks.

Delegation of Authority – ASAT

Date:

To: ASAT Team Leader

From: Southern Area MAC Group

Subject: Delegation of Authority of ASAT

This memorandum formalizes your interagency Team to act within the Southern Geographic Area on behalf of all member agencies and States beginning at _____ and continuing for _____ days with extensions as appropriate granted by the Southern Area MAC Group.

Your authority includes, but is not limited to:

- Reviewing any aviation program within the Southern Geographic Area.
- Reviewing any aviation activity on Type 1, 2 and 3 incidents including personnel, training records, equipment and aircraft.
- Inspecting any aircraft and maintenance records belonging to members of the coordinating group.
- Inspecting any aircraft supplied by exclusive use contractors or any other vendor operating within the scope of a member agency or state entity.

Your Team is expected to:

- Make recommendations to Program Managers, Incident Commanders, Contractors and employees of member agencies and states to enhance the safety of aviation operations
- Increase safety and technical awareness in aviation operations whether active on an incident or not
- Recommend changes in aviation operations to bring them into compliance with the applicable FAA FARs, EPA, OSHA, State and Agency regulations and guidelines.
- Participate in Close-out with IC.
- Identify, and act to halt, unsafe operations of federal agencies under the authority of this letter.
- Provide a written documentation of the Team's actions to the Southern Area MAC Group of primary contacts made, daily travel log, significant findings and recommendations.
- To coordinate with all operating FAST teams within the geographic area when contacting the same agency or state aviation activity so as not to unduly impact the activity through multi-day visits by both the FAST and ASAT teams.

If you have, any questions contact the Southern Area MAC Group for clarification of this delegation.

Appendix 8

Delegation of Authority – FAST Team

A. FAST Purpose & Expectations

Purpose

Fire and Aviation Safety Teams (FAST) assist agency administrators during periods of high fire activity by assessing adequacy of and compliance with policy, rules, regulations, and management oversight relating to operational issues. They can also do the following: 1) provide guidance to ensure fire and aviation programs are conducted safely; 2) review compliance with OSHA or agency abatement plan(s), reports, reviews, and evaluations; 3) review compliance with interagency agreements and protocols including the *Interagency Standards for Fire and Fire Aviation Operations* handbook; and 4) provide short term hands-on technical or managerial assistance where necessary to immediately correct an identified critical problem(s).

Expectation:

It is anticipated that most FAST use will involve interagency operations and will therefore be under the specific control and direction of Southern Area MAC Group. Agencies are prohibited from unilaterally assigning a FAST to an interagency wildfire or interagency support operation. For instance an agency would not independently assign a FAST to assess an interagency zone dispatch operation but would instead coordinate this through SA MAC Group.

There will be instances where an agency deems it appropriate to utilize a FAST to provide internal assistance and nothing in this guideline is deemed as precluding this. For instance a member agency might elect to utilize a FAST to assist an agency administrator in determining if an agency managed fire is being managed according to accepted policies and safety standards. It is highly recommended that agencies keep SA MAC Group apprised of these activities so that potential overlap is avoided and lessons learned can be shared.

In either instance, FASTs will:

- Act as wildfire management professionals at all times, in appearance and demeanor.
- Operate through the chain of command as outlined in the delegation of authority.
- Limit unilateral hands-on action in the field to those situations where immediate action is required to protection persons or property; all such actions along with the rationale for action will be subsequently reported to the responsible agency administrator.
- Exercise sound business management principles in managing personnel time and travel costs.
- Maintain confidentiality and preserve employee's privacy rights as these factors apply; information gathered will not be released without prior approval of the affected Agency Administrator and/or SAMAC.
- Comply with the procedural guidelines for operation and reporting as identified elsewhere in this guideline.

B. FAST Composition & Qualifications

Composition

Each Fast will minimally include a team leader and a safety and health manager. Additional team members may be added based on the team assignment. It is anticipated that most FAST would include a fire ground operations specialist and an aviation specialist. A scribe is highly recommended to facilitate the construction of the final report.

Teams will be composed of no less than two members and will not exceed 5 without specific approval of SACG. Trainees are encouraged and will not count against the team size limit, but they must be approved by SACG.

Qualifications

Team Leader: Must be either an agency administrator or fire program lead with previous experience as a FAST member.

Safety & Health Manager: Must be at least a type 2 safety officer (SOF2) or an agency safety & health professional with a background in wildland fire.

Fire Ground Operations Specialist: Must be at least a type 2 operations section chief and should have previous experience as a primary member of a type 1 or type 2 Incident Management Team.

Aviation Specialist: Must have wildland fire aviation program management experience at the state/regional office level or higher and should have previous experience as IC/general staff on a type 1 or type 2 incident management team.

Scribe: Must possess advanced writer/editor skills and should have some background in wildland fire.

C. FAST Activation

Mobilization

FAST reviews involving an interagency incident(s) and/or operation(s) will be requested through the Southern Area MAC Group. If a more comprehensive review is desired, and SA MAC Group concurs, a national FAST will be ordered through NICC.

Agency administrators desiring FAST assistance will place a resource order through their servicing dispatch office. All orders for FAST assistance to an interagency incident must be forwarded to the Southern Area Coordination Center. FAST assistance internally to a single agency may handle directly at the local dispatch level if qualified resources are available locally. In either instance mobilization procedures will follow normal wildland fire procedures and guidelines.

In-Briefing

Delegation of Authority

Debriefing

FAST will meet with each agency administrator being assisted for an exit briefing prior to leaving the agency site. The purpose of this debrief is to provide the agency administrator with a summary of findings, suggested resolutions, and lessons learned.

Upon return from the field the FAST team leader will conduct an informal debrief with the SA MAC Group. The purpose of this debrief is to provide SA MAC Group with a summary of significant findings.

Upon completion of the FAST report the entire team shall formally debrief with SA MAC Group and any other individuals as determined by NWCG. This debrief shall be a detailed review of the FAST findings and recommendations. Except when approved in advance by SA MAC Group no FAST member will be demobilized prior to this formal debriefing.

Report

The FAST leader will ensure that a written report of the team's activities and findings is prepared. The report will be formatted as follows:

1. Executive Summary
2. Purpose
3. Objective(s)
4. Methods/procedures
5. Findings
6. Recommendations
7. Appendix

The appendix will include a copy of the Delegation of Authority and any supporting documentation as required to ensure clarity of the overall report. The written report will not include photos or other graphics unless there is no other reasonable way to convey the necessary information.

The report package will include a paper copy of the report, applicable field notes, reports, and other paper documentation, and an electronic copy of the report. The electronic copy must be in Microsoft Word and may include photographs or other graphics. If photos/graphics are included in the electronic version the team leader shall ensure that a text only electronic version is also included in the package.

Privacy

Many of the issues reviewed by FAST will have elements of confidentiality, security, and/or employee privacy. FAST will comply with agency regulations concerning these issues and make every reasonable effort to preserve confidentiality, security, and employee privacy. FAST will only disseminate its sources and findings, regardless of format, to the responsible agency administrator or to SA MAC Group. This shall not preclude FAST members from sharing information among them as necessary to complete the assigned task(s).

Agency administrators and SACG shall determine what "sanitizing", if any, is required prior to release of FAST generated information.

The responsible agency administrator(s) and SACG shall determine the appropriate distribution of FAST reports. At a minimum, FAST reports will be distributed to SACG members and to the Federal Fire & Aviation Safety Team (FFAST). Distribution will be through electronic means except where SACG determines that security or other considerations require a paper distribution.

Timetables & Follow up

FAST will provide interim reports as required by the agency administrator(s) and/or SA MAC Group.

FAST will provide the final report within (48) hours of completing the assignment.

SAMAC Group shall distribute “lessons learned” elements of the FAST report within (7) days of accepting the final report.

Within (30) days of receiving the FAST report SA MAC Group shall determine what action(s) is required for each recommendation. This determination shall be made part of the final report package and a copy forwarded to SA MAC Group members, affected agency administrator(s), and FAST. Additional distribution may be made as determined by SA MAC Group.

Delegation of Authority - FAST

Date:

To: FAST Team Leader
From: Southern Area MAC Group
Subject: Delegation of Authority of FAST

The Southern Area Multi-Agency Coordination Group (SA MAC Group) hereby charters and delegates the following authority to the Southern Area Fire, Aviation & Safety Team effective _____.

1. The FAST will consist of the following positions:

Team Leader	Name:
Occupational Health and Safety	Name:
Aviation Safety	Name:
Fire Operations	Name:

2. The Team is to conduct an independent assessment and evaluation of operational and managerial activities on large fires throughout the Southern Area, and in the respective support and coordination centers within the area if necessary. The team should specifically review the following elements:
 - a.) Fatigue management and compliance with national direction on work/rest.
 - b.) Effectiveness of Coordination Center support, readiness, and communications.
 - c.) Incident Management Team staffing and specific safety impacts related to organization structure.
 - d.) Smoothness and effectiveness of IMT transitions, especially from extended attack or Type 3 IMT's to Type 1 or Type 2 IMT's.
 - e.) Safety issues arising from the use, or lack thereof, of contracted or local resources such as volunteer fire departments.
 - f.) Recognition by managers and incident staff of the unusual fire condition faced throughout the geographic area this year and any positive or negative safety implications of response actions for initial attack, extended attack, and large fire incidents.
 - g.) Aviation operations, command and control, training and qualifications, prevention activities, and other associated program elements as determined necessary by the FAST.
 - h.) Any issues the IMT, local unit line officer or FMO ask you to address.
2. The FAST is to visit Type 3 incidents in the designated incidents or areas, and other incidents as determined appropriate, but only after communication with the appropriate agency representative on the MAC group.
4. The Agency MAC representative will notify the fire host unit of the pending visit by the FAST. The Coordination Centers will notify the IC and host unit. The FAST will make positive contact with the IC and host unit upon arrival at the incident and closeout with the IC and host unit before departure, leaving a draft copy of the review report.
5. The FAST will contact the SA MAC Group Coordinator at least once per day providing an update on findings, issues, and proposed activities for the next day.
6. The FAST will provide a final written report to the SA MAC Group Coordinator upon completion of the review.

Appendix 9
IC Conference Call - Southern Area MAC

Date: *Time:*

Weather Briefing:

Fire Behavior:

Current Fires:

Southern Area:

Dispatch Centers:

MAC Coordinator:

Agency Issues:

Date and Time of Next Conference Call

Date/Time

IC Call Format

Brief Synopsis of fire operations

Imminent/Critical resource needs

Resources available to reassign or share/Demob of critical resources

Closures of highways/Evacuations/Public safety issues

Injuries to date/Mitigation hazards

Political issues/Community meetings

Significant changes with incident since submission of ICS 209

Appendix 10
SOUTHERN AREA MAC

Fax:

Phone:

MAC Coordination

MAC Aviation:

To: _____

Attention: _____

From: _____

Date: _____

Subject: _____

Page (including cover) _____

Comments: _____