CHAPTER 30 - ORGANIZATION

NIFC MULTI-AGENCY COORDINATING GROUP (NMAC) ORGANIZATION.
See National Interagency Mobilization Guide.

- **NIFC DIRECTORS' DELEGATIONS.** See National Interagency Mobilization Guide.

MULTI-AGENCY COORDINATING GROUP (MAC) ORGANIZATION.
See National Interagency Mobilization Guide.

- **GREAT BASIN MAC GROUP.**

  MAC Group. A combination of facilities, personnel, equipment, procedures, and communications integrated into a common system with responsibility for coordination of resources from assisting agencies and support to multi-agency fire suppression operations within the Great Basin. A MAC Group should be established at the Area or Unit level when criteria for establishment are met.

  Geographic Area Coordinator(s). An individual who serves the Geographic Area as the central point for one or more agencies to use in passing information and resource requests. Also serves as the focal point for intelligence gathering for the Area, coordinating unit situation reporting, preparing consolidated Area reports to NICC, receiving contacts from NICC, recommending on resource allocations and pre-positioning, establishing area preparedness levels, and recommending to Agency Administrators and Unit Administrators on overall fire management actions. Serves in the Geographic Area Coordination Center(s).

  Unit Dispatchers. Individuals serving as the central point for one or more agencies in passing information and resource requests to and from field units. Monitors field fire management situation, severity, and resource commitment. Assists in coordinating intra-agency and interagency suppression needs for affected units in a specific area. Serves in a specific unit dispatch office or interagency dispatch office.

- **CONSIDERATIONS FOR ACTIVATION OF A MAC GROUP.** A Multi-Agency Coordinating (MAC) Group and supporting organization would normally be activated when the character and intensity of the emergency situation significantly impacts or involves several agencies. At this point, agency representatives are brought together and briefed so that they can relieve the expanded dispatch organization and/or coordination center(s) of the responsibility for making decisions regarding the sharing and use of scarce resources.

- **MAC GROUP FUNCTIONS.** Activation of MAC Group improves interagency coordination at top management levels and provides for allocation and timely commitment of multi-agency emergency resources on any incident. Participation by multiple agencies in the MAC will enhance:

  - Overall situation status information.
  - Incident priority determination.
  - Resource acquisition or allocation.
  - State, Federal disaster coordination.
  - Political interfaces.
  - Coordination of information provided to the media and agencies involved.

- **MAC ORGANIZATIONAL RELATIONSHIPS.** A MAC organization represents the agencies from which it is composed. The flow of information is from MAC through the coordination centers, expanded or normal dispatch channels.

  The organization does not become operationally involved in decisions or discussions affecting tactical operations with Incident Commanders or Area Command Authority (ACA), but does encourage the communication of intelligence and situational updates.

- **GREAT BASIN MAC GUIDELINES.**

  Composition of the MAC Group. The MAC Group is made up of personnel from those agencies who have jurisdictional responsibility and those who are heavily supporting the effort or may be significantly impacted by the lack of local resources.

  Agency representatives should be fully authorized to represent their agency (commit resources and authorize expenditure of funds).

  Typically a Geographic Area MAC Group would include:

  - Regional Director/Fire Operations Officer level for USDA-Forest Service
  - State Forester/Deputy State Forester level for State agencies
  - State Fire Management Officer level for the Bureau of Land Management
  - Area Fire Management Officer for the Bureau of Indian Affairs
  - Regional Fire Management Officer for the National Park Service
  - Regional Fire Management Coordinator for Fish and Wildlife Services

  Roles and Responsibilities of the MAC Group. The MAC Group should perform the following:

  - Prioritizes incidents.
  - Ensures the collective resource situation status is provided and current, by agency.
  - Determines specific resource requirements, by agency.
  - Determines resource availability by agency (available for out-of-jurisdiction assignments).
  - Determines need for and designates mobilization and demobilization centers.
  - Allocates scarce/limited resources to incidents based on priorities.
  - Anticipates future resource needs.
  - Reviews policies/agreements for resource allocations.
  - Reviews need for other agencies involvement.
  - Provides necessary liaison with out-of-area facilities and agencies as appropriate.
  - Critiques operation and recommend improvements.
  - Coordinates the FAST Teams

Roles and Responsibilities of the MAC Coordinator. The MAC Group Coordinator serves as a facilitator in organizing and accomplishing the mission, goals and direction of the MAC group. The position provides expertise on the functions of a MAC organization and the proper relationships with dispatch centers and incidents. Initially, the duties of the MAC are carried out by the Area Coordination Center.

The MAC Group Coordinator Qualifications established by the Great Basin include:

Recommended Training: M-480, Great Basin MAC Refresher or Workshop.

Required Experience: In depth knowledge of the Decision Support Tools (WFDSS, WFSA, WFIP/209 process and Appropriate Management Response. Familiar with protocols based on National and Area Preparedness Levels, use of Incident Management Teams/Area Command and knowledge of the dispatch/coordination system.

The MAC Group Coordinator should perform the following:

- Coordinates with GACC Predictive Services Sections to assure that required information is being provided to the MAC Group with the timeframes specified.
- Arranges for and manages facilities and equipment necessary to carry out the MAC Group functions.
- Assists the MAC Group decision process by facilitation of the group's conference calls and/or meetings.
- Implements decisions made by the MAC Group
- Receives, reviews, distributes and implements National MAC decisions to agency representatives.

- **GREAT BASIN MAC GUIDELINES OPERATING PROCEDURES.**

Notification to MAC Coordinator. The MAC Group Coordinator shall be notified at Preparedness Level 4 (see Great Basin Mobilization Guide, Page 20 - 61).

Location. The MAC Group would normally be located at EGBCC or WGBCC but could work from other locations depending on the complexity of the situation.

Mobilization. The MAC Group is mobilized through the appropriate Coordination Center

Flow of Information. Normal flow of information to the MAC Group is through Dispatch/Coordination centers (not incidents).

Mandatory Activation. MAC will be activated at Preparedness Level 5.
(see Great Basin Mobilization Guide, Page 20 - 62).

INCIDENT SUPPORT ORGANIZATION (ISO). See National Interagency Mobilization Guide.

- **EXPANDED DISPATCH ORGANIZATION.** The Expanded Dispatch Supervisory Dispatcher is a facilitator accomplishing the direction provided by the Center Manager or Fire Management Officer who has delegated authority from the agency administrator. Facilitation is accomplished by adequately staffing and supervising the operations of the expanded dispatch organization, maintaining positive and effective liaison with the host agency, incident management team(s), and assist in clarifying the roles and responsibilities for the ISO and the host agency dispatch unit as needed. The individual filling this position must be a qualified Expanded Dispatch Supervisory Dispatcher and capable of performing all functional areas within the expanded dispatch organization.

An Expanded Dispatch Coordinator is normally assigned in the most complex situations; ones where there are considerable external influences affecting the ISO, a local MAC Group is in place, or where span of control within the ISO and/or expanded dispatch becomes an issue. See National Interagency Mobilization Guide.

- **TECHNICAL SUPPORT.** The Technical Support function of the ISO provides specialized skills which assist off-incident support operations. These can vary from situation to situation. Common technical support functions are: telecommunications, caching of supplies, transportation services, equipment inspection, aviation ramp services, mobilization or demobilization center management, and security. In many situations, full time staffing of these support skills is unnecessary. If the situation requires more attention, it may become a full time responsibility for the duration of the incident(s).

☞ The ISO will make every effort to perform pre-use mechanical and compliance inspections for all Contracted equipment mobilized to incidents. The equipment packet should include the resource order, mechanical inspection form OF-296, compliance inspection forms, and initiated shift tickets. The packet shall be provided to the contractor who will present this to the IMT upon arrival at the incident.

- **ADMINISTRATIVE SUPPORT.** See National Interagency Mobilization Guide.

- **MAC GROUP COORDINATOR.** See National Interagency Mobilization Guide and the Great Basin Mobilization Guide, Page 30 - 3 / Line 1.

- **COMPLEXITY.** See National Interagency Mobilization Guide.

- **EXAMPLE ORGANIZATIONS.** See National Interagency Mobilization Guide.

- **INCIDENT SUPPORT ORGANIZATION, EXAMPLE.**
  See National Interagency Mobilization Guide.

- **INCIDENT SUPPORT ORGANIZATION, EXAMPLE - COMPLEX INCIDENT.**
  See National Interagency Mobilization Guide.

- **ITEMS TO HELP PREPARE FOR EXPANDED DISPATCH.**

  - **PRE-SEASON PREPAREDNESS.**

    Designate a room away from, but still near the initial attack dispatch office.

    Arrange for adequate telephone installation. At least three lines pre-wired for activation when needed.

    Arrange access to a fax machine with a dedicated telephone line at or close to the office.

    Arrange for adequate computer terminal installation.

    Insure computers are available and downloaded with the most recent version of the Resource Ordering Status System (ROSS).

    Insure printers are available with extra ink cartridges and paper.

    Assemble supplies: resource orders, pens, pencils, pads, locator tabs, T-cards, copies of service and supply plans, mobilization guides, airport designators (Airport Facility/Guide), list of unit designators, a road atlas, etc.

    Set up pre-season meeting with local support groups: transportation, procurement buying unit,

communications, etc., and establish an on-call list of key individuals.

Train a group of local people as dispatch recorders and support dispatchers to allow you to expand (for initial attack or large incident support) at a moment's notice.

- **INDICATORS FOR CONSIDERING EXPANDED DISPATCH.**

Multiple initial attack or extended attack fires requiring twenty-four hour support operation.

If a single incident goes to a Type 1 or 2 incident.

When fire weather indices indicate extreme fire behavior and risk of ignition (lightning or human caused) is high.

- **ACTIONS TO TAKE CONCERNING EXPANDED DISPATCH.**

When it is determined that an expanded dispatch organization is needed, establish a position to manage and supervise the expanded operation. This position will assist with the decision making process and ordering additional personnel for the organization. Depending on the complexity of the incident(s), this position could be filled by a Supervisory/Support Dispatcher until such time a fully qualified coordinator is required.

When a Type 1 or Type 2 Team is ordered, the minimum order for personnel to support a 24-hour operation consists of:

Two Supervisory Dispatchers

Three Support Dispatchers

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