

## TEXAS MULTI-AGENCY COORDINATING GROUP CHARTER

### I. **Mission and Introduction**

The mission of the Texas Multi-Agency Coordinating Group (TMAC) is to enhance the safety, efficiency, and effectiveness of interagency fire management activities, and to support all-risk emergencies as needed. Members of TMAC will serve in an advisory role and participation will be non-binding and voluntary. The group may address issues related to wildfire and all-risk incident management, prescribed fire, training, and other common issues that cross agency boundaries. Topics of consideration may include, but are not limited to:

- Resource allocation, acquisition, and movement
- Prioritization of critical needs and incident prioritization
- Contingency planning
- Coordination of state and federal responses
- Coordination of information provided to media and agency heads
- Development of training opportunities, promotion of candidates, and prioritization of state and federal candidates for regional and national consideration
- Joint powers agreements and annual operating plans
- Prevention and education programs
- Prescribed burning and smoke management issues
- Texas Interagency Coordination Center operations

The TMAC group consists of one representative from the following organizations:

National Forests and Grasslands in Texas (NFGT)  
Texas Forest Service (TFS)  
U.S. Fish and Wildlife Service (FWS)  
National Park Service (NPS)  
Bureau of Indian Affairs (BIA)  
Texas Parks and Wildlife (TPWD)  
The Nature Conservancy (TNC)

Each agency listed above shall have one vote.

In addition, one non-voting liaison from the Texas Interagency Coordination Center (TICC) will participate with the group.

Texas A&M Agri-Life Extension may participate in an advisory role with one non-voting member.

## **II. Authority**

Authorities under which the Texas MAC operates:  
*Cooperative Agreement for Texas Interagency Wildland Fire Management*

## **III. General Operating Guidelines**

The TMAC shall meet in person no less than twice each calendar year to discuss pertinent issues. At a minimum, conference calls shall be held during periods of high fire danger or during major all-risk incidents within the state. Calls may be requested by any TMAC member or by the TICC liaison, with concurrence from the TMAC Chair. The TMAC members will determine the frequency of conference calls based on current activity or special needs.

TMAC may establish committees or task groups to carry out specific work assignments. A TMAC member shall be assigned to each committee or task group to provide guidance throughout the project. All reports or recommendations shall be presented to the TMAC for review, approval, and further action if needed.

## **IV. Organization and Membership**

The TMAC shall select a chair and vice-chair to serve for a period of one calendar year. At the end of the one-year term, the vice-chair will replace the chair. The TMAC will then select a new vice-chair.

### Chair:

- Serves as the facilitator for all TMAC meetings and conference calls
- Identifies issues and recommends solutions to the TMAC
- Gathers necessary supporting documents (i.e. intel, resource information, weather conditions, etc.) prior to meetings and calls
- Arranges for subject matter experts as needed
- Ensures documentation and distribution of TMAC notes and decisions
- Ensures clear direction is given to necessary task groups or committees
- Works with TICC liaison to address issues regarding the coordination center

### Vice-Chair:

- Carries out duties of the chair in his or her absence

### Members:

- Participate to the best of their abilities to fulfill the mission of the TMAC
- Assist the chair in identifying and resolving issues that impact the interagency community; provides agency perspective
- Keep agency administrators informed of MAC actions and decisions
- Assist in providing subject matter experts or participants for task groups and committees as needed

TICC Liaison:

- Assists chair in scheduling meetings and conference calls; provides logistical support as needed
- Assists chair in gather necessary supporting documents for meetings and calls
- Recommends issues needing TMAC action
- Ensures TMAC documentation is archived at TICC
- May not be from the same agency as the TMAC chair

Each agency listed in Section I shall designate one representative to serve on the TMAC. Agency members of the TMAC shall, by signature of individual agency administrators to the charter, be delegated authority to act on behalf of his or her respective agency in decisions related to the TMAC.

The length of term for members will be at the discretion of the individual agency administrator. In the event a member can no longer serve on the TMAC, the agency administrator shall notify the chair and provide the name of a replacement representative.

Members who are unable to attend meetings or participate on conference calls shall notify the chair of his or her pending absence and provide a stand-in representative if available.

The TMAC shall select a TICC liaison to serve each calendar year.

**Approval and Delegation of Authority**

I approve this charter for the Texas Multi-Agency Coordinating Group (TMAC) and hereby designate and delegate the following representative to act on behalf of the agency listed below and serve as my representative to the group.

Larry Belles  
TMAC Representative

The Nature Conservancy  
Agency

*John S. C. Herron*  
John S. C. Herron  
Authorizing Official

Texas Director of Conservation  
Title

3/15/10  
Date