



Northwest MAC Group

5420 N.E. Marine Drive
Portland, Oregon 97218-1007

2009

MAC / IC-AC Conference Call Template

[Date & Time (AM or PM) acceptable] Minutes from NW MAC Conference Call

Roll Call: [Names of individuals – Incident or Agency Office they represent] Conference Call Leader

Summary of Geo-Area Events: Conference Call Leader

AC – IC Update: [Presented in order by MAC priority] Area/Incident Commander

In 3 minutes or less – address the following:

- Incident Objectives for the day and the probability of success
- Critical resources needs (refers to those resources listed on the ICS-209):
 - Identify threats to be mitigated
 - Critical objectives to be accomplished with resources
 - Consequences of not receiving critical resources
- Additional items of interest for NW MAC and/or the other IC's

Resource Status Report: Emergency Operations Manager

NW MAC Update: NW MAC Coordinator

AC/IC Issues or concerns: Area/Incident Commander

Wrap-up with AC's or IC's: [The call with the AC's & IC's is complete – They are invited to remain on the line at their discretion]

Agency or Sub-Geographic Area MAC Reports: Agency Reps, Sub-Geo Area MAC Coordinator
Sub-Geo MAC's, ODF, DNR, BLM/FS, etc.

Confirmation of next conference: Conference Call Leader