

Data Management Committee – Monthly Meeting

Virtual / Mallard Conference Room, 300 E. Mallard Dr., Ste. 170

Boise, Idaho 83706

Meeting Information:

Date: January 6, 2016

Time: 1330 - 1430 MT

Conference line: 1-866-763-2811

Passcode: 6413404#

Online Meeting: TBD

AGENDA:

Item #	Topic	Lead / POC(s)
1	Subcommittee Report-Outs	DSTS - Kathie FRSC - Dianna GSC - Andrew UIU - Rick
2	Lines of Business Update	Roshelle
3	NWCG Annual Meeting	Roshelle
4	USDA FS Definition - Authoritative Data	Roshelle
5	NWCG Website	Roshelle

Discussion:

1) Subcommittee Report-Outs (various)

- a. **DSTS Report-Out:** Kathie and Elaine did work on the user side for data standards. They now have some different forms for the data standards. There is a data standard update coming soon. And there are some new proposed data standards. There have been no recent changes to the glossary.
- b. **FRSC Report-Out:** FRSC is continuing to meet about fire reporting dates, including the dates for creating and approving a fire report record. The group is working on the approval process and is trying to get final consensus from agencies/bureaus on that should be included in the table.
- c. **GSC Report-Out:** The GSC has met twice since the Fall 2015 DMC meeting. Andrew met with the WUI folks.... *(the rest of Andrew's Report-Out was garbled on my phone).*
- d. **UIU Report-Out:** The Unit Identifier Unit continues to have monthly meetings. No other updates.
- e. **DMC Report-Out:** Roshelle got feedback on the merged fires report. Will be ready for the Executive board by Monday 1/11. Feedback from the community will be solicited. The discussion on "what is a NASF wildfire" continues. New definitions for Protecting Unit and Jurisdictional Unit are being worked on.

2) Lines of Business Update (Roshelle). The LOB effort was presented and discussed at the Fall 2015 DMC Meeting. At that time we had some serious concerns about the LOB effort. But we were heard more than we thought. The LOB plan went out, and feedback came in. On Jan 21 a recommendation will be made proposing that NWCG be identified as "The Business". The concept is that the Committees will be directly associated with one of the Lines of Business. The Committees will work together to identify business priorities for the LOB. This should result in a more holistic view of the business. The Committees will be responsible for the programs. This will give us the opportunity to ensure that

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applications/systems fully support the business requirements. We want to prevent data from coming in from multiple places, rather than just from the authoritative source. This will enable us to have a better discussion as to what's relevant and what is not. We should be able to make a collective decision on how we move forward, with "The Business" driving the IT investments. The Committees will be able to prioritize what is most important and create a prioritized list of IT investments. The DMC will span every line of business. We are moving towards an organization that has resources dedicated to the data management process. Positions will be dedicated to this effort. There is collective support and recognition that this needs to happen.

3) NWCG Annual Meeting (Roshelle). *The NWCG Annual Meeting is in February and we want the DMC to be represented. We will have a good role in that meeting discussing the Glossary, Data Standards, the Lines of Business effort, and etc.*

4) USDA FS Definition - Authoritative Data (Roshelle). *This is an appropriate role for the DMC. Per Andrew, an authoritative data source is the system of record. Per Roshelle, it is within DMC's role as "The Business" to identify all authoritative data sources. We want to align ourselves to higher level organizations and use their definitions where possible. The term "Authoritative Data Source" should be added to the NWCG glossary. What are the current authoritative data sources? These need to be designated by the DMC. The DMC defines what "authoritative data source" means and how it is applied within NWCG. The Committees are stewards of the data. The Data Model architecture will help designate authoritative sources. This is the beginning of a long road. We need to take advantage of the Data Management Body of Knowledge (DMBOK) and third party shared knowledge. Chris Hawkinson will provide a link to the DMBOK and other DAMA sites and documents.*

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CURRENT ACTION ITEMS / TASKS / ACTIVITIES:

Item #	Topic	POC(s)	Assign Date	Status
1	Re-Group Existing Data Standards	Dianna/Steve	10/29/2015	No update.
2	Expand NWCG Glossary	Dianna/Steve	10/29/2015	There have been a lot of conversations about this. There is work currently being done to expand the Glossary. It will continue to grow.
3	Evaluate National Fire Protection Association (NFPA) Codes & Standards	Roshelle/Jocelyn	10/29/2015	No work done yet.
4	Develop Interagency Logical Data Model	Mary/Skip/Laura/Steve	10/29/2015	First meeting was in December. Next bi-weekly meeting scheduled for 1/20. The new Logical Data Model already has approximately 290 attributes (data elements). But of these, only a very small number have been confirmed/signed-off by the team. A lot more work to do.
5	Gather and Document Unit Identifier Business Requirements. Analyze current UI systems. Recommend UI changes where needed.	Roshelle/Mary	10/29/2015	Have not started working on this in earnest. Mary did some analysis of OIS vis-à-vis WFMI.
6	Develop NWCG Tasking Memo to empower FRSC and GSC to analyze alternative solutions for a Repository	Roshelle	10/29/2015	Dick Bahr has talked about an effort to identify the requirements for a new Repository.
7	Schedule monthly DMC calls	Mary	10/29/2015	Done.
8	Recommend any additional information that should be included in the NWCG Glossary to enhance its usability	Dianna/Steve/Jocelyn	10/29/2015	Would like to have a new website expand the Glossary information. Today the Glossary provides Term Definition, Definition Extension, Approval, etc. Need to determine what we want to add to the glossary.

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Item #	Topic	POC(s)	Assign Date	Status
9	Develop a NWCG Glossary term definition for “wildfire” that is agreed upon and supported by the entire NWCG organization	Roshelle	10/29/2015	This action item is underway. But it will be another month until we get the full group together. What is the definition of state wildfire vs. other wildfires? Per Pete, the smoke committee chair, the EPA has a say on how “wildfire” is defined. All these inputs must be considered.

NEW ACTION ITEMS / TASKS / ACTIVITIES:

Item #	Topic	POC(s)	Assign Date	Status
1	REPOSITORY: Andrew, Skip, and GSC will meet to talk about the Repository requirements. Want to get it lined out before a lot of time is spent. Where should focus be in the Repository? A facilitator is needed to lead the discussions.	Andrew / Skip	TBD	
2				
3				
4				

Discussion:

NEXT MEETING:

Date: February 3, 2016

Time: 1330 - 1430 MT

Conference line: 1-866-763-2811

Passcode: 6413404#

Online Meeting: TBD