

Interagency Fire Planning Committee

Monthly Meeting Notes

May 15, 2013

Attendees

X	Reeve Armstrong: BIA – Vice Chair (cc)	X	Elaine Waterbury: NWCG Branch
	Scott Bradshaw – Associate		Tami Parkinson: FS
	Steve Larrabee – Associate		Marlena Hovorka: FS (cc)
X	Laura Barrett: FS – Primary		Jaymee Fojtik: FPA Liaison
	Bob Sommer – Associate (cc)		Dan Smith: NASF – Associate
	Becky Brooks: FWS – Primary		Mark Lichtenstein: FS (cc)
	Tate Fischer: BLM – Chair		Jenna Sloan: OWF (cc)
	Ted Milesnick – Advisor	X	Ben Butler: BIA/NPS – IFPC Exec. Asst.
	Mary Huffman: TNC – Liaison (cc)	X	Tammy Denney (NWCG Webmaster)
X	Jeff Manley: NPS – Primary		(cc) Attendance by conference call

Issues/Discussions/Actions:

Planner Pathways Updates (Group)

- Statement of work (SOW) is in draft form with Digital Visions Enterprise Team
 - **Decision**
 - A decision was made to remove “Development of self assessment tool” section from the current draft SOW.
 - **Action Item – Who: Becky Brooks and Laura Barrett**
 - Overall, the SOW needs to be reviewed and revised to ensure that the proper tasks are outlined and that only the necessary tasks are outlined. i.e. – currently the SOW includes granting access to IFPC members to edit the website. This is not something that we would ask a contractor to do and is rather something that the NWCG webmaster would complete. Therefore we do not want this language in the SOW given that it is something that should be completed ‘in-house’ rather than by a contractor.
- The current plan is to have the content hosted on the NWCG website hosted under the IFPC section.
 - The content would be hierarchical in structure and would allow for interested individuals to either start from the beginning and/or any place within the “site” to gain knowledge on the topic(s) that they are interested in.
- IFPC members (likely one member – Ben Butler) having access to the site was discussed as a way for the committee to make their own edits and continually improve the content on the “Planner Pathways Portal”. Everyone was in concurrence on making this happen once the site is stood up and the committee will pursue this at that time.
- Currently NWCG is working on standardizing their new website HTML templates. Given this fact, the pages that are developed as part of the “Planner Pathways Portal” project by a contractor will need to be based on these templates to ensure that the integration with the NWCG website is possible once the initial pages are developed.
 - Essentially the “Look and Feel” of the new ‘Portal’ must be in line with the upcoming NWCG website.
 - The new templates are currently being standardized and developed and should be ready in time for when the IFPC contract is awarded to begin developing the ‘portal’.
- **Decision**
 - The committee would like to utilize Ben Butler to assist in the development of a mock-up website that would be independent of any templates and therefore the content would be created and ready for use when the templates become available.
 - Ben agreed that he would be able to provide the necessary time to assist.
 - **Action Item** – Schedule a work session to begin developing the website mock-up and determining content
- With regard to the obligated money that the IPFC has requested from NWCG to complete the “Planner Pathways Portal Project”; when/if the dollars are obligated to IFPC from NWCG they can be spent across fiscal years and beyond the year in which they were obligated.
- The group was in concurrence that the need is to develop a website that is capable of growth as the needs of the committee change and/or new ideas come to fruition.

- **Decision/Clarifying Point**

- The self-assessment tool is not considered within the scope of the project as it stands right now. The development of this type of a tool will be work through WFI and is considered “interactive content” that will require more development and thought than the “Portal”

QFR (Jenna Sloan)

- Jenna was not on the call and therefore discussion about QFR did not take place.
 - **Action Item Who: Reeve Armstrong**
 - Reeve will contact Jenna to see about adding this topic to next month’s agenda.

SFMP Status Update (Group)

- Jeff Manley presented information related to an amendment to the current Interagency Fire Management Template to include the Spatial Fire Planning Process and move away from the current FMU process.
 - The NWCG Board approved the revision to the template and the information was well received.
- Next Steps
 - Rewriting of the [current template](#) to include the spatial planning concepts
 - **Action Item** – Completion of the template revisions will be completed by October of 2013 in order that the new template can be presented to the NWCG Board in the same month.
 - **Action Item** - Laura Barrett will send out a Doodle Poll to find common availability amongst the group for a ½ day work session.
 - **Decision** – The preference would be to merge the FMU template with the spatial concepts resulting in one Fire Management Plan template rather than two separate ones.
 - Development of a supporting memo to accompany the new/revised template.
- Office Of Wildland Fire (OWF) Presentation
 - Jeff Manley presented the SFMP concepts, updates, and current status to OWF staff. The information was very well received and Jeff felt good about the presentation
 - Chris Markel expressed interest in learning more about the SFMP process and engaged Jeff with good questions during the presentation.
 - **Action Item** – Cameron Tongier (USFWS Fire GIS Lead) will send a Doodle Poll to the committee members, Andrew Bailey (WFM RD&A WFDSS Data Manager), and Chris Markel to host a presentation and question and answer session.

Discussion on Terminology

- A meeting will be held on ay 20th to discuss terminology and fire planning vs. WFDSS terms
 - **Action Item** – Ben will set up a GoTo Meeting and the meeting will be held both online and in the WFM RD&A office at NIFC North II.

Bin Items

- Next meeting suggested topic – StarFire (Jeff Manley)

Upcoming Meetings and Dates:

June 27 – Monthly IFPC

July 25 – Monthly IFPC