

National Wildland Fire and Aviation System Coordination Group (SCG)

Meeting Minutes

Boise, Idaho

February 3, 2005

Attendees

x	Al Borup
x	Mike Barrowcliff
x	John Noneman
x	Gladys Crabtree
x	David Potter
x	John Gebhard
x	Nancy DeLong
x	Jon Skeels

1	<p>Topic – Membership Presenter – Group</p> <p><i>Discussion:</i></p> <ul style="list-style-type: none"> ▪ SCG is now an officially chartered group ▪ SCG membership needs to be officially assigned ▪ The SCG Charter states that each of the fire agencies listed in the Charter will designate one senior-level systems management expert to be a member of the SCG, and may additionally designate one system expert for each nationally-scoped interagency wildland fire or aviation system deployed by their organization ▪ Those in attendance suggest that the following people be designated as SCG senior-level systems mgmt experts: <ul style="list-style-type: none"> ○ BLM – John Gebhard ○ FS – Mike Barrowcliff ○ NPS – Gladys Crabtree ○ BIA – David Potter ○ FWS – Andrea Olson ○ DOI Aviation – Rick Mills (suggested) ○ NWCG PMO – Al Borup ○ Research – Tom Wordell (suggested – needs to be approached)) ○ NASF – Keith Smith (suggested – needs to be approached) ▪ It was not discussed but other membership should be granted to: <ul style="list-style-type: none"> ○ FPA – John Noneman ○ IQCS, FORS – George Conley ○ ROSS, ICBS, IBA – Jon Skeels ○ Landfire – Bruce Jeske ▪ IRMWT Liaison – needs to be designated by the IRMWT ▪ Membership needs to be validated by the IRMWT <p><i>Action Items:</i></p> <ul style="list-style-type: none"> ▪ Al will draft a letter to the IRMWT Chair asking for concurrence/blessing of the suggested membership, and requesting candidate names for Research and NASF representatives - Due by the end of March.
2	<p>Topic – Election of Officers Presenter – Group</p> <p><i>Discussion:</i></p> <ul style="list-style-type: none"> ▪ By Charter, we need to elect a Chair and Vice-Chair ▪ Officially (by Charter) there were not enough SCG members present to elect officers ▪ The group decided to elect “interim” officers who would become official after confirmation by a quorum of the SCG and concurrence from the IRMWT ▪ After deliberation, the group suggested that these two positions should be filled by either Al Borup or Mike Barrowcliff – both stated that they would accept the responsibilities. A blind ballot was held resulting in Al Borup’s election as Chair and Mike B. as Vice-Chair ▪ When scheduling conflicts arise, the Chair may delegate full responsibility for SCG affairs to the Vice-Chair

	<p><i>Action Items:</i></p> <ul style="list-style-type: none"> ▪ Al – In the draft letter to the IRMWT Chair asking for concurrence/blessing of the suggested membership, and requesting candidate names for Research and NASF representatives, also request concurrence for the Chair/Vice-Chair selections
3	<p>Topic – Meetings Presenter – Group</p> <p><i>Discussion:</i></p> <ul style="list-style-type: none"> ▪ Group wants a repeating and regular schedule ▪ Favorable/bad days and times were discussed ▪ There is not a perfect fit for everyone ▪ Settled on the following schedule & logistics for meetings: <ul style="list-style-type: none"> ○ Monthly ○ First Friday of each month ○ 1000-1200 hrs ○ Location – FS Conference room in old Admin building at NIFC ○ Teleconferencing will be available ▪ We would like to develop standard formats for Agendas, Minutes, Action item lists <p><i>Action Items:</i></p> <ul style="list-style-type: none"> ▪ Al will develop a standard format for meeting documents for the group’s consideration – prior to SCG March meeting
4	<p>Topic – Priorities Presenter – Mike Barrowcliff</p> <p><i>Discussion:</i></p> <ul style="list-style-type: none"> ▪ There have been many suggested topics for issues the SCG should address ▪ We need to capture these suggestions, add anything new, and prioritize them ▪ Group agrees that NIFC infrastructure issues are within the scope of the SCG ▪ We need to consider both strategic and tactical priorities ▪ Examples of deliverable standards needed: <ul style="list-style-type: none"> ○ Change Management Plan ○ Transition Plan (what must be in place to go from project to O&M) <p><i>Action Items:</i></p> <ul style="list-style-type: none"> ▪ Mike will summarize proposed tasks and send out to the SCG for consideration - prior to the SCG’s March meeting ▪ SCG will prioritize items into a workplan at the March meeting for submittal to the IRMWT
5	<p>Topic – Operating Principles Presenter – Al Borup</p> <p><i>Discussion:</i></p> <ul style="list-style-type: none"> ▪ To be effective, Al suggests that the SCG needs 3 documents to be in place: <ul style="list-style-type: none"> ○ The SCG Charter ○ SCG Operating Principles ○ SCG Strategic Plan ▪ We have the Charter and are beginning to form priorities for the Strategic Plan ▪ We need Operating Principles ▪ Al suggested that we take the IRMWT Operating Principles document and wordsmith it to fit the SCG needs

	<p><i>Action Items:</i></p> <ul style="list-style-type: none"> ▪ Al will wordsmith the IRMWT Operating Principles and present a draft to the SCG for their consideration at the March or April meeting
6	<p>Topic – Glossary Presenter – Al Borup</p> <p><i>Discussion:</i></p> <ul style="list-style-type: none"> ▪ Group reiterated the need for a clear definition of the terms we toss around when discussing systems management issues ▪ We need to claim stewardship for the terms we feel we own, so that we can move toward a common understanding amongst each other ▪ Example term – “System Owner” is interpreted differently by different groups ▪ We need to review the NWCG Glossary for terms <p><i>Action Items:</i></p> <ul style="list-style-type: none"> ▪ Al will work with Allen Deitz of the PMO to determine potential candidate terms that the SCG may be concerned with – due by April SCG meeting

Round Robin Notes:

- FireCode
 - Wants to expand to fuels and prescribed fire
 - Expansion of the FireCode scope to all-risk could be a big issue
 - BLM set to take over O&M April 1st
- IQCS
 - Staffing issues
 - Scale issue may be emerging (States/DHS/all-risk)
- FORS
 - Currently in the requirements gathering stage
 - NPS awarded contract for Business Requirements Analysis
 - BLM State Directors have stated that they do not want another “large” IRM project to result
- FPA
 - SLA with FS for O&M – getting it updated and will be signed soon
 - Computers are now at NITC
 - Helpdesk is at NIFC
 - Discussions underway for BLM SLA for hosting backup and training systems
- ROSS
 - Advanced Data Mgmt training is going on in Phoenix for geographic areas to clean up existing data issues
 - Working to validate Unit IDS with the NICC list
 - Struggling with some release issues – releases must be orchestrated – all users must be on the same release or you can’t play
 - V2.3 target release date May or early June
 - Big items funded are IQCS interface, tactical aviation, and contracts/agreements
 - 7 items are unfunded
 - CA request for representation on ROSS Change board discussed at last NWCG meeting
- IBA

- FS-Finance undergoing reengineering effort
 - New prototype for ISUITE to be presented at upcoming CTS meeting
- ICBS
 - Proposals have been received for evaluation – Good quality
- David Potter
 - Some discussions about BIA again being able to access the internet
 - Some complaints have been received about PCHA functionality
- Al Borup
 - Suggested that SCG consider using DisasterHelp.gov as a collaborative workspace and repository for our documents. Our group is still too new to really capitalize on this as yet, but we can set it up for use as we see the need arising.

Bin items:

- None

Meeting Critique:

- What Went Well:
 - Not addressed

- What Went Less Well:
 - Not addressed

- Suggestions To Make Meetings Better:
 - Not addressed