

# National Wildland Fire and Aviation System Coordination Group (SCG)

## Meeting Minutes

Boise, Idaho

May 12, 2006

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### Attendees

|   | <b>Members:</b>                         |
|---|---|
| X | Al Borup – NWCG IRM-PMO (Chair)         |
| X | Mike Barrowcliff – USDA FS (Vice-Chair) |
| X | John Gebhard – BLM                      |
| X | Erik Torres – NPS                       |
|   | Andrea Olson – FWS                      |
| X | David Potter – BIA                      |
| X | Rick Mills – DOI Aviation               |
|   | Carolyn Chase – Fire Research           |
|   | Keith Smith – NASF                      |
| X | Jon Skeels - ROSS                       |
| X | Cindy Schafer – IQCS                    |
|   | John Noneman – FPA                      |
|   | Dan Keller – FPA/Landfire               |

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|---|---|
|   | Bruce Jeske - Landfire                      |
|   | Dorothy Albright – IBA                      |
|   | Andy Gray – ICSB-R                          |
|   | Barbara Ruffner - FireCode                  |
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| X | Bill Rush – USDA FS (Barrowcliff alternate) |

Guests: None

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### ***Action Item List:***

Reviewed, discussed, and updated.

### ***NWCG System Status Reporting Template:***

The group reviewed and discussed the template that Jon Skeels provided us for review. Group accepts this as an appropriate template after the suggested edits are incorporated. Al will forward this report template to the IRMWT. Questions that the IRMWT will probably need to address regarding this template are:

- 1) Who is the intended audience?
- 2) Exactly which systems will be asked to report?
- 3) Who will the reports go to?
- 4) How often will the reports be requested?

### ***HelpDesk survey Follow-up:***

John G, Gladys, and Mike met last Tuesday to further this effort. They uncovered some proposals from several years ago that they will use as a baseline to compile a project proposal for studying the help desk consolidation issue. The proposal will contain such things as team composition, objectives, and high-level milestones. This should be drafted by next week and will be circulated to the SCG for comment. Following that review, Al will forward the proposal to the IRMWT for their consideration.

### ***SCG Periodic Status Report:***

Erik drafted a simple letter to be sent to the IRMWT that depicts the tasks the SCG is working on, and the current status of those endeavors. The group review the draft, made some editorial changes and accepted it's format. Al will send this to the IRMWT for their consideration.

### ***Status of Prioritized Deliverables:***

The group discussed all pending tasks and updated the status and due dates.

1. HelpDesk Consolidation Recommendations
  - a. See above
  - b. In Progress
  - c. Report due to SCG 3<sup>rd</sup> week of May
2. SLA for NITC Enterprise Service Bus
  - a. Not started
  - b. Due by July/August
3. NWCG Change Management Guidelines
  - a. On Hold
  - b. Waiting for the NWFEA effort to help define governance models
4. NWCG System Transition Plan and Guidelines
  - a. Not started
  - b. Due by August
5. NWCG Project Deliverables Standards
  - a. Not started
  - b. Due august
6. NWCG Service Level Agreement Template
  - a. In progress
  - b. Due September
  - c. Erik and Gladys have started looking into this. Al made the point that perhaps we need to clarify just exactly what we mean by an NWCG SLA? Who are the intended parties that will be involved in an NWCG SLA agreement? Erik will develop a list of assumptions for our consideration. Jon Skeels has volunteered to help with this effort and will send an email to Gladys.
7. Continuity of Operations Plan for NWCG Apps
  - a. Not started
  - b. Though this is a great idea, it's priority has pushed it to the back burner for now.
8. Shared Consolidated Services/Tools (survey & standards)
  - a. Not started
  - b. Due September
9. NWCG System Status Reporting Template
  - a. Done
  - b. Draft conceived by Jon Skeels
  - c. Approved by SCG
  - d. Will be delivered to IRMWT next week

### ***Round Robin:***

JOHN (GEBHARD) – The Vice-Conley position is now closed. Decision will be made in the next few weeks. There were a number of good candidates. Firecode - pushed by the FS financials (Tina Ledger & BearingPoint) to provide a real-time transmission of codes to the National Finance Center as they're assigned. They have an elaborate proposal for this. John wasn't sure of the protocol of how to proceed. So far, all he has is an email requesting this interface. Al and David suggested that John get a copy of the [NWCG Guide for Interconnecting Information Technology Systems](#) which shows the process. John will get the document and send a copy to Tina Ledger.

RICK – They are about a month away from implementing Maximo for the DOI aviation fleet. He also said he would be willing to demonstrate Maximo at the next SCG meeting. Discussion then followed about how the DOI ESN endeavor is causing lots of pain for everyone – it is blocking access to apps. They do have a problem resolution plan, and though bothersome, seems to be working things out as problems are identified.

DAVID –

ERIK –

MIKE – Mike talked about the FPA Independent Baseline Review. SCG would like to see it. Mike will upload it to DisasterHelp.gov so everyone interested can see it. Mike is being detailed to the Washington Office for 120 days to work on establishing an Information Mgmt Organization. During June they will try to define the roles and responsibilities of this new org and how it relates to the existing IRM org.

JON – ROSS Phase II is not considered a major application by either USDA OCIO or OMB. ICBS-R is also not considered a major from the USDA perspective. He also mentioned that another FEMA/DHS initiative is coming our way that will be an impact to us. [HISN?] – web-based [??] Has lots of overlap with what we do.

AL – Wants to have the Round Robin held at the start of next meeting. Group concurs.

***Next Meeting Date - Friday June 9<sup>th</sup> 0900-1130***