

IRMWT Meeting Minutes

August 20-22, 2002

Santa Rosa, Ca.

Welcome and Introductions

Ernylee Chamlee welcomed everyone to the CDF Northern Regional Office, Santa Rosa, CA. Introductions were made around the table and Cam Jackson was welcomed as a new IRMWT member

Attendees:

IRMWT Members

Shari Shetler – BLM
Gladys Crabtree – NPS
Andrea Olson – USFWS
Jim Stires – NWCG Liaison
Mike Funston – USFS
Ted Tower – BIA
Cam Johnston – Research

PMO/Technical Advisors

Barry Mathias – PMO
Judy Crosby – PMO
Al Borup – PMO
Mike Barrowcliff – USFS
David Potter – BIA
Ken Renninger – BLM

Guests

Ernylee Chamlee – CDF
Wini Sorensen – BLM
Gary Bowers – BLM
Tim Quinn – USFS
Jerry Quinn – USFS

Last Minute Adjustments to the Agenda

None

Finalize/Accept Minutes from June Meeting

Suggested edits by the FS were handed out and reviewed at the meeting. However, more time was requested in order to gain agreement.

Action: Comments on changes

Schedule of Future Meetings

- November 5-7, 2002 – Boise
- March 4-6, 2003 – Albuquerque
- June 3-5, 2003 – Boise
- August 2003 – Boise
- November – Sacramento

Budget Status

- PMO – Allen Deitz is researching contracting to develop the repository requirements
- GTG funds are being used as planned
- FY 2003 strategy funds okay
- NWCG fy03 budget has been approved

Action: Annual accomplishment report by 9/10/02

Follow-up on Action Items from June meeting

a. Draft Letter – NWCG Chartering

- See below: “Components required for a NWCG system”

b. GTG – Funding for FY03

- Budget intact as requested

c. GTG – FWS Representative

Action: Follow up with new FWS director

Who: Andrea Olson for November IRMWT Meeting

d. GTG – Western States Representative

- No progress to report

Action: Follow up at next meeting

Who: Mike Barrowcliff for November IRMWT Meeting

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e. GTG – Update Charter

- No progress to report

Action: Follow up at next meeting

Who: Mike Barrowcliff for November IRMWT Meeting

f. Interface Request Process

- Current requirements for interfaces include MIRPS with ROSS and WildCad with ROSS

Action: PMO will develop DRAFT revision of guidelines for RMWT review addressing a generic interface with an NWCG system. The document should include:

- The USFS suggests that the PMO role is to report on whether evaluation is technically adequate for making an informed decision.
- IRMWT decision role: yes/no, best IRM choice, or technically feasible. (recommends to NWCG on technical merits and costs for an informed decision)?

Who: PMO for November IRMWT Meeting

To be reviewed and finalized by November meeting

Decision: Use the current interface memo until the above guideline is finalized

g. Components required for a NWCG system

- Need to establish the process of going through NWCG
- Need to write a white paper identifying the criteria
- Address the adoption of existing systems as well as new systems for development
- Mike suggested the following as criteria for operation system adoption:
 - o System X will meet functional business community requirement in accordance with an NWCG charter or SLA
 - o Thoroughly tested and reviewed for quality
 - o Adequate monitoring and change management are in place
 - o Complies with application NWCG standards
 - o Well supported

Action: Mike Funston to develop a white paper to address criteria for NWCG adoption of existing systems and development of new applications for IRMWT review

Who: Mike Funston and Barry Mathias for November IRMWT Meeting

h. WT/Org Structure

- Post organization charts at a higher level than PMO on the NWCG web page

Action: ensure the organization charts are posted on the web.

Who: Allen Deitz, Judy Crosby, Ted Tower

Action: Keep the charts current and posted on the web

Who: PMO, Ted Tower

i. IRMWT Charter Update for Proxy

- Addressed the need for a proxy vote of absentee member
- IRMWT chair should be notified in advance when proxy voting is authorized by a voting member.

• **Motion:**

- o Allow proxy immediately and follow up later with complete charter revision
- o Seconded by Ted Tower
- o There being no objections, motion carried

Action: IRMWT members send Shari comments on Ken Reninger's draft memo formally recognizing IRMWT member and alternate as well as identify expectations

Who: IRMWT to Shari **Due:** 9/30/02

Action: IRMWT members also get any additional changes to the charter you would recommend to Shari

Who: IRMWT to Shari

Due: 10/31/02

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Routine Status Reports

a. ROSS

- Release Notes: Dispatch module is several modules and is operationally available today if the dispatchers choose to use it.
 - More modules and modifications and enhancements will be added
 - What is the user community's responsibility for release?
 - USFS is pulling \$'s out of the ROSS budget which is impacting peoples' ability to travel for training.
 - NWCG oversight? How does the correct information get to NWCG? Impact on the decision making process. For example, who approved taking \$200K from ROSS? For what purpose? What was the impact of that decision?
 - Concern expressed with the change management procedure. Beth has been nominated from CA to be on the change management board. Still working on some people that should be included.
 - There is concern that there is no A11 300b for ROSS (not required by lead agency)
- Action:** Make sure there is a planning session in October with California with Ernylee Chamlee and Barbara Bonefield. CDF decisions are not made at the GACC's but in Sacramento
- Who:** Shari Shetler 10/2002
- Action:** Discuss implications of the delay in implementation at the next NWCG meeting.
- Who:** Shari Shetler Oct NWCG Meeting
- Action:** Jon, develop a risk plan to address last paragraph under project status summary
- Who:** Mike Funston 10/4/02

b. IQCS

- We are in the last month of the design phase. Completion is September 22.
- Then move into construction phase – 7 months duration.
- Then implementation – 11 months.
- Some project delays in bringing our team together.
- Second type of delay – need additional detail on some of the requirements in order to go into the design phase.
- Workforce analysis and Medical Standards specifically needed additional detail.
- May increase construction phase by 6 to 8 weeks at a cost of \$230,000.
- May take time and money out of the implementation phase.
- May revise 300 submission to request extension of implementation phase. The end result will be to extend the implementation phase back to the original time length, but move implementation to the “end” of fire season instead of the beginning of fire season.
- Looking at requesting an additional 2 months for implementation which we may or may not need.
- ROSS/IQCS Interface
 - o At the state to define how that happens
 - o Some are “stovepipe” – defined interface between the two systems
 - o Some are “enterprise” level interfaces
 - o Agreed to work together to come up with best solution/interface that may help out other projects in the future.
 - o Al Borup needs to be involved.

Ernylee has some experience and will get with George. Trying to do away with generic technical specialist.

c. PMO

- Continued involvement with the DAWG
- Posted PMO information on the NWCG Website
- Allen and Judy working with the IOSWT to update the NWCG Glossary
- This is also on the PMO Webpage, but may move to the IOSWT webpage
- IOSWT will maintain the Glossary
- PMS needs to receive a memo from the IOSWT in order to change the publication from hard copy to WEB based
- Working with ROSS and IQCS on the interface

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- Allen Deitz is working on a contract for conducting the needs assessment for the repository
- Working with FPA on charter development
- Working on PMO products principles and guidelines
- Al handed out the Principles and guidelines for Data Exchange for review

Action: Review draft Principles and Guidelines for Data Exchange

Who: IRMWT get comments to Al Borup by 9/30/2002

d. Incident Automation

- Tory is seeking two project managers and business leads for Incident Automation.
- Project manager needed for the interim and re-engineering project.

Action: Need joint IBPWT/IRMWT plan of attack on the incident automation project. Go back to original recommendation to create a task group and get a business lead. This will help get the project grounded (roles/responsibilities). Follow the NWCG model for a project team.

- The IRMWT discussed and concurred that the project manager needs to comply to lead agency requirements.
- When the USFS is the lead agency, the USFS requires that the Project Manager be under the USFS supervision.

Action: Shari will meet with Tory and work out an agreement between the teams to include IOSWT concurrence.

Mike Barrowcliff will be invited to attend this meeting

Who: Shari Shetler by November IRMWT Meeting

e. GTG

- Working on reports resulting from visiting fires to assess the needs and uses of GIS
- Cam is impressed with the group that has gone out
- Very helpful to the field
- We need to ensure that this work be incorporated into the requirements for incident automation
- Pointing out standards issue
- Will prepare a document for status
- GIS is a big data issue and needs to be included in the DAWG group

Action: Contact Joe Frost about GTG participation in DAWG

Who: Judy Crosby by November IRMWT Meeting

f. DAWG

- Data Identifier standard is completed
- Received over 20 responses
- Everyone who commented received a direct response
- Judy will use the NWCG Geographic Area
- Advisory Board (Bill Clark is the chair) to ensure that data standards reach the field.
- Also use the WUI advisory group and PMS.
- Memo to address delegation of authority from IRMWT Chair to the DAWG
- Jim Stires concurred that we have the authority to do that
- **Motion:**
 - Accept the letter as written
 - Seconded by Ted Tower
 - There being no objections, motion carried.
- Judy distributed the DAWG Operating Principles
- DAWG is working on metadata standards as a result of the ROSS/ICBS interface meeting
 - Position mnemonic
 - Training course number
 - Incident number (proposal coming from ROSS)
- DAWG will take suggestions for items to work on
- Need to make the connection between the DAWG and the group looking at cost accounting codes
- This may turn into a high priority based on the NAPA report

Action: Get comments to Judy on the Operating Principles

Who: IRMWT by 9/30/02

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Action: Prepare information item for NWCG meeting stating what data standards have been established since the last meeting

Who: Judy Crosby to Shari by 9/15/2002

NFPORS

- Russ Berry went through a Power Point presentation – attached
- Presented current status of the project
 - o Technical team has been formed
 - o Using WEB to pass information
 - o Reporting – limited capability in GUI
 - o Upper level dashboard with limited drilldown ability
 - o Mid October – provide canned reports
 - o Provide excel to be able to produce own reports
- OMB 300b submission has been approved – still a few holes in it
- Using ORACLE
- USGS is providing support in the area of GIS
- Within one year they want to go to a spatial database
- Community Assistance module will be out soon
- Issues and Risks
 - o Problems with migrating data from Fastracs to NFPORS
 - o No NPS data in NFPORS due to Fastracs issues
 - o Won't be able to migrate current information into NFPORS
 - o Reviewing existing systems to identify overlap with NFPORS
 - o Will look at existing systems and incorporate into NFPORS
 - o Project approval process
 - o Wini will send the 30 pages of problems to Russell Berry
 - o There are access issues
 - o What is the purpose of evaluating the existing systems?
 - o What is the potential outcome of the evaluation?
 - o This tool does not cover support costs
- NFPORS – tool used at FA Leadership Council
- Server is in McClean for the near term
- Need long term solution

Action: Get NBC and NITC contact information to Russell Berry

Who: Barry Mathias

Action: Develop white paper for the January meeting of the NWCG including a formal recommendation on NWCG involvement. **Shari** will get with each bureau to identify a business person to assist with issues for the briefing paper. Following are some thoughts from the discussion:

- What would the project have to do to become NWCG chartered regarding funding and resources required, best practices not being followed
- What is the outcome of ITIB and IMP recommendations for NFPORS?
- Need to let the field know we are trying to work with the department
- Deal with political issues beyond the cope of the fire community and does not have business community representation under NWCG
- Al Borup/Russ Berry to mutually identify systems that replicate NFPORS data (stakeholder community not completely or adequately identified in terms of business needs)
- Suggest some positive things to do to succeed

Who: Shari Shetler

FPA

- Team still not formed
- Status update at next meeting

Action: Consolidate comments regarding the FPA charter

Who: Allen Deitz due 8/23/02 (Friday)

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WEB Project Charter

- Web site not presently a chartered project
- Need operating principles and guidelines
- Need 508 compliance
- Two issues:
- Need operation guidelines for the current web site: security plans, coops, etc.
 - Project needed to charter a needs or requirements assessment for web services working with the NWCG working teams
 - Identify audience: congress, staffers, wildland fire reporting, marketing tool, web presence.
- NWCG standards needed for web based dissemination of fire information
- Operational needs for incident teams and management units
- Public affairs is a big stakeholder
- Need standards for NWCG and Incident management teams (liability issues)
 - Present state
 - Desired future condition
 - Perhaps not under NWCG.gov, but linked to PAO managed site(s)
 - Perhaps develop “guidelines” rather than “standards”

Important to recognize and understand the local management unit’s responsibility/accountability for public affairs/media/web information

Action Item: October NWCG meeting - visit with chairs about NWCG web site – current conditions and desired future condition. Reminder that NWCG web pages do not support operational functions.

Who: Shari Shetler, Ted Tower

Action Item: Address larger issue of web based fire information

Who: Shari Shetler

Action Item: Proceed with drafting operating guidelines/standards for the next meeting in November

Who: Ted Tower

Action Item: Put together a small team to develop a strategy and draft charter to be completed and presented at the January NWCG meeting

Who: Shari Shetler

Fire-Weather

- Two working teams (Fire Danger and Fire Weather) might merge
- Reviewing the three systems (ASCADS, WIMS, WFAS)
- Expect an MOU to be signed between USFS, BLM and USFS Research Charter this winter for fire weather business analysis

ICBS

- USFS has funded (off the top rather than fire project funds) for the ICBS re-engineering (80% re-engineering, 20% integration to ROSS)
- Discussion:
 - FS funding already approved
 - Parent group should get a briefing on it
 - Perceived impacts to ROSS project and charter
 - New system will open up ICBS to local caches – current system only national caches
 - Efficiency to integrate order processing into ROSS
 - Mitigation process through the charter
 - Need to recruit for and select a project manager to ICBS
 - IRMWT has not seen a revised ICBS charter that addresses PMO recommendations
 - Once the charter is edited, the IRMWT should have time to review it and make a recommendation to NWCG
- Parent group should get a briefing on it
- If the FEWT can bring it all together by September 20, then it can be presented as an action item for NWCG, otherwise as an information item. The IRMWT will do what it can to expedite the charter review process

Action: Formal presentation at the October meeting

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Who: Neal Hitchcock

WildCAD

No update – follow up at next meeting

SafeNet

- There are many safety systems: Safenet, Safecom, Lessons Learned, DOI-SHIPS and USDA
- Need to have an enterprise wide approach
- Connection between Fire Safety group and Health and Safety group
- Jim Stires suggested that FFALC review the concerns regarding safety systems
- Fire directors will be addressing management of safety issues ahead of IRMWT involvement
- NWCG liaison(s) will get back to NWCG teams with direction
- Some upper management work needs to precede working initiatives.

Action: Interface with Safety and Health Working Team with information and feedback on status of SAFENET

Who: Allen Deitz

NWCG IRM Strategy

No discussion

Unit Identifier

- Address need for system of record for Unit Identifiers
- This charter resulted from the IRMWT request for a short, appropriate charter
- Get comments back to Judy
- Short term/quick fix – repair of NICC: separate into a relational and normalize database which would meet current needs
- Long term requirement to satisfy other system interfaces as the system of record
- This short term repair is not an NWCG project

Action: IRMWT members will check on availability of IRM resources to work on short term repair of NICC Unit Identifier database and contact Judy next week

Who: IRMWT by 8/30/2002

Action: Facilitate with NICC and programmer to upgrade the database

Who: Judy Crosby by 10/30/2002

Decision: Table current Draft NWCG Identifiers for Organizational Units (IOU) System project charter

IRMWT/PMO Effectiveness

Business Practices

No progress reported

Action: Provide update at November Meeting

Who: Mike Funston

Education/Strategic

No progress reported

Action: Provide update at November Meeting

Who: David Potter

Marketing/Image

No progress reported

Action: Provide update at November Meeting

Who: Gladys Crabtree

Relationships

No progress reported

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Action: Provide update at November Meeting

Who Ken Reninger

IQCS Charter

Changes will be incorporated and go forward to NWCG without further review

Action: Present IQCS updated charter for approval and signature at the October NWCG meeting

Who George Conley

Getting Ready for the NWCG Meeting

- Agenda Items for NWCG Meeting:
 - o Information:
 - DAWG Data standards
 - ICBS
 - NWCG Project Updates
 - Fire Occurrence
 - o Action:
 - Eastern States Representative
 - Criteria for NWCG Projects/Systems
 - IQCS Charter Approval
- Agenda Items for the joint NWCG/Working Team Chair Meeting:
 - o Web Status
 - o IRMWT/PMO Overview
 - o Criteria for NWCG Projects/Systems

FFALC Projects

Jim will work with FFALC on FFALC relationship to NWCG IRM initiatives

NWCG Project Charter Guidelines

- A couple of little changes were discussed
 - Need to cross walk with previous documentation
- Action:** Make some minimum changes, finalize and post on the PMO website
- Who** Barry Mathias 9/30/02

NWCG Project Management: Principles, Guidelines, and Standards

- Barry have a high level overview
 - Suggestion was made to carry over the same paragraph numbering from other documents
- Action:** Look at the wording for supervision of the project manager under project manager's performance
- Who** Mike Funston 8/30/2002
- Action:** Make some minimum changes, finalize and post on the PMO website
- Who** Barry Mathias 9/30/2002

National Workshop

- Expanding annual meeting to interagency Information Systems Workshop
- December 3-5, 2002 in Las Vegas
- Reviewed the agenda
- Al suggested including a speaker on XML technology

Overview of eGov Initiatives

- Presentation by Tim Quinn
- There is a crucial need to educate top political people on what NWCG does and the impact of tearing some things apart.
- NWCG will only be interested in interagency efforts.

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- We need NWCG and/or fire agency participation in all of these meetings. There is often a big gap in communicating with the locals.

Action: Follow up with the fire directors to initiate an invitation to someone to attend the January NWCG meeting to brief them on e-gov initiatives

Who Jim Stires

Status of digital radios/voice technology

Presentation by Tim Quinn

Round Robin

- George Conley
 - o Different points of view allows a better picture of who you have to deal with
 - o Would like to be included on an on-going basis
 - o Would like to assist in any way I can
- Barry
 - o Thanks to Ernylee for setting up the accommodations and meeting facilities
 - o Alarm bells still going off between CDF and ROSS
 - o Make sure the meeting occurs in a timely way
- Gladys
 - o Hired a new employee to replace Bruce Keene: Dr. Edward Delaney, GIS specialist
 - o Carol has done some work rolling up the Exhibit 53 to the department
 - o NPS also had to respond to that as well
 - o We will discuss the potential need to prepare the Exhibit 53 on an interagency basis at the next meeting
 - o New security requirements may present some show stoppers. What is the potential impact?
 - o Another initiative that is creeping up on us is fire occurrence. Agenda item for next meeting.
 - o NFORS is not robust enough to meet our needs
 - o CDF is working on a project. Took NFRS and paying a contractor to add what we need.
 - o WEB Presence and FTP is still a major issue
 - o Need to keep it high on the radar screen.
- Andrea
 - o They tell us to be electronic and then don't allow us to do it
 - o New FWS fire director is now on board
 - o New FWS Fire Reporting system is up and running. Anyone that wants to log onto the test systems, contact Andrea
- Jim Stires
 - o Enjoyed the meeting
 - o Relearned that it is important for me to attend
 - o Operating fairly effectively
 - o Also want to thank Ernylee
- Mike B
 - o Budget is really throwing us off.
 - o USFS Fire Reporting system is on hold again.
 - o Steward was not satisfied with the level of involvement and oversight
 - o Thanks to BLM for supporting the USFS in order to attend
 - o Workshop looks like it is coming together. Pleased on how it is going.
 - o Suspect we need more than the 50 rooms
- Mike F
 - o Mike asked to attend the NWCG Gettysburg meeting. Stires said OK.
 - o Progress has been made on roles of IRMWT and PMO. Barry and Mike have met and discussed issues which has minimized differences. Jim Stires is helping as well.
 - o Ernylee's concerns about ROSS have not been resolved. Believes there is a lack of communication. Hearing the same frustration from the ROSS team. Encourage Ernylee to keep Mike, Shari, Barry informed on what is going on.
 - o Thanks to CDF for hosting us.

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- Al
 - o Nothing to add
- Judy
 - o Feeling very good about what is happening within the PMO
 - o Appreciate the support we are receiving from the IRMWT
 - o We are able to move forward with DAWG without any obstacles
 - o ROSS – There seems to be a lot of rumors. Maybe be the IRMWT, since they have project oversight, can send a survey to the ROSS “users”. Maybe a report from someone outside the project team would be seen as more credible. This could help quell some of the rumors and will hopefully reinforce the reports from the team.
- David P
 - o Recommend that we increase the voting membership of the IRMWT by one. Include CDF as a voting member. Enrylee stated that she always feels welcome and heard.
 - o CDF is involved in other working teams.
 - o Shari suggested that maybe one way is formally identifying Enrylee as the alternate for Phil Murphy (goes along with our proxy issue)
- Ted
 - o Felt this meeting went better
 - o Still struggling to catch up with the working team’s business
 - o Very attached to the field. So have a tendency to “do” instead of “plan”.
- Ken
 - o Agree that it is good that Jim is here
 - o Dialogue is more consistent
 - o Number of members present.
 - o Keep things on the table
 - o Work better at providing feedback
 - o Make sure we continue to work on what we started last time. Don’t let it drop. Follow-up on assignments.
 - o Continue to improve how we deal with issues.
- Cam
 - o Huge amount of paperwork that we generate
 - o We are still working on the same systems we were working on 20 years ago
 - o Pay a lot of attention to Web Services.
- Enrylee
 - o Share what you are working on so that others may be able to help
 - o Dan Lang may have resolved some issues that I wasn’t aware of
 - o Will continue to work on resolving any issues
 - o Feel confident that we can solve the problems once they are on the table
 - o Enrylee will send Shari recommendations for a standard set of documentation that should be reviewed by the IRMWT for each project.
 - o Also great to see Jim here.
 - o This particular working team is a very expensive working team in that it deals with systems that cost A LOT of money.
 - o Huge influence
 - o Managers really appreciate a heads up on what the Feds are doing.
 - o Everyone needs to express their thoughts at the meeting, not after-hours.

Review: Bin Items, Agenda, and Assignments

See Action Item List Attached

Meeting Evaluation

See Meeting Evaluation Results Attached

Adjourn