



Information Resources Management
Working Team (IRMWT)
 Meeting Minutes
 San Diego, California
 January 11-13, 2005



Attendees

	IRMWT Members:
x	Shari Shetler, Chair
	Alice Forbes, NWCG Liaison
x	Cam Johnston, USFS Research Member
x	David Potter, BIA Member
x	Gladys Grabtree, NPS Member
x	Andrea Olson, USFWS Member
x	Bill Rush, USFS Member
x	Philip Murphy, Western States Rep
x	Steve Westin, Eastern States Rep
x	Gary Bowers, BLM
	IRMWT Advisors:
x	Doug Stephen, NPS
	Elyse Turkeltaub, DOI OWFC
x	ErnyLee Chamlee, CDF
x	John Gebhard, BLM
x	Susan Goodman, GTG
x	Mike Barrowcliff, USFS
x	Rick Mills, OAS
	PMO:
x	Al Borup, Application Architect
x	Allen Deitz, Repository Manager
x	Barry Mathias, PMO Lead
x	Judy Crosby, Data Architect

	Project Managers:
	George Conley, IQCS
	Andy Gray, ICBS
	Dan Keller, FPA
	John Noneman, FPA
	Jon Skeels, ROSS, I-Suite Stabilization
x	Bruce Jeske, LANDFIRE
	Business Leads:
	Gardner Ferry, FPA
	Mary A Szymoniak, I-Suite Stabilization
	Kim Christensen, ROSS
	Rick Jensen, IQCS
	Tory Majors, Fire Code
	Dave Milbrat, ICBS
	Other Advisors:
	Dan Stoltz, USDA OCIO
	Dan Rivers, BLM SCO
	Guests:
x	Carolyn Higgins – Region 5 USFS
x	John Holden – Six Rivers NF, USFS
x	Jim Menakis – USFS
x	James Whiteside - USFS
x	Kevin Ryan – LANDFIRE, USFS Research
x	Dale Guenther - USFS

<i>Day 1</i>	
1	<p>Topic – Executive Session Presenter – Shari Shetler</p> <p><i>Discussion:</i></p> <ul style="list-style-type: none"> • Makeup is changing • Opportunity make improvements in the team dynamic • Need a renewed commitment to the vision & mission of the NWCG & IRMWT • Need to focus more on “inter” agency and less on “my” agency • Contrary to gossip, team does NOT believe it is dysfunctional • Members need to know what is expected of them • Prioritize our recommendations and strategize how to move them forward <ul style="list-style-type: none"> ▪ Some are more important than others – choose when to “fall on our sword” • Renew focus, accountability • Better define IRMWT role with its sub-groups (SCG, GTG) • Opportunity to lead “upwards” – NWCG, NFAEB really does depend on this group • Need to better communicate IRMWT role to the fire & IRM communities <ul style="list-style-type: none"> ▪ Begin with the other NWCG working teams • Need to improve administrative processes <ul style="list-style-type: none"> ▪ Minutes distribution ▪ Membership list updates and distribution ▪ Strategic Plan ▪ Accomplishment Report <p><i>Action Items:</i></p> <ul style="list-style-type: none"> •
2	<p>Topic – Project Status Updates Presenter – Barry Mathias</p>

	<p><i>Discussion:</i></p> <ul style="list-style-type: none"> • Barry 1st presented Wildland fire community organizational charts • Intent is to hand “organizations” spreadsheet over to Enterprise Architecture team • ROSS <ul style="list-style-type: none"> ▪ Has provided help desk metrics for reuse by others ▪ Has completed their C&A • ICBS – Reengineering <ul style="list-style-type: none"> ▪ Cameron Hughes selected as Implementation Team Leader ▪ Technical Evaluation Panel will meet to review RFP responses ▪ Issue about CPIC <ul style="list-style-type: none"> • needs to have an A-11 300b for Interior (per Gebhard) • Forest Service doesn’t require one • I-Suite stabilization • IBA <ul style="list-style-type: none"> ▪ Dorothy Albright is Project Manager ▪ Developing assessment process • FORS <ul style="list-style-type: none"> ▪ NWCG-sponsored, but assigned to NFAEB to oversee ▪ No Federal business lead identified ▪ NPS task order for Business Requirements Study (Michelle Taye) not submitted yet ▪ Approached by Boise State University (Sarah Biggers) to fund part of the Business Requirements Study ▪ Put in a proposal for an additional \$700,000 from Joint Fire Sciences ▪ Timeframes – product was intended to be due 6 months after chartering, but it is now estimated to be 6 to 12 months ▪ IRMWT needs to be VERY involved in the oversight of this project <p>Binned items:</p> <ul style="list-style-type: none"> • ROSS <ul style="list-style-type: none"> ○ Interface ○ DHS ○ Other Questions • CPIC • Project Communication <ul style="list-style-type: none"> ○ Decision Protocol
	<p><i>Action Items:</i></p> <ul style="list-style-type: none"> •
3	<p>Topic – System Coordination Group Update Presenter – Mike Barrowcliff</p>

	<p><i>Discussion:</i></p> <ul style="list-style-type: none"> • Charter is completed • Have felt the absence from not meeting for the last 2 months • Need a prioritization of tasks that are most important to the parent group <ul style="list-style-type: none"> ▪ Both tactical and strategic • Team membership changes • Need to elect a Chair and fill out the organization as per the charter • Hoping to meet again in late January or early February • FireCode <ul style="list-style-type: none"> ▪ April 1st – will be hosted at NIFC by BLM ▪ Currently running in Boise – looking for any concerns or issues ▪ There was a host of C&A issues – now are resolved ▪ Is the system of record for FireCode ▪ Should an official letter come out stating that it is System of Record? • IQCS <ul style="list-style-type: none"> ▪ now officially in O&M ▪ George and Rick are still in place as PM and Business Lead ▪ Working on Change Control process ▪ George is working on an SLA • Unit Identifier <ul style="list-style-type: none"> ▪ Transitioned to O&M
	<p><i>Action Items:</i></p> <ul style="list-style-type: none"> • John and Shari will draft a “NWCG System of Record” letter to give to the parent group for review and distribution by end of January
4	<p>Topic – InciWeb Presenter –Carloyn Higgins, John Holden, James Whiteside</p>

	<p><i>Discussion:</i></p> <ul style="list-style-type: none"> • Basically InciWeb is a standardized template approach to displaying incident information on the web • Has both a public and private side • Provides FTP space for individual incidents • Provides administrative authentication with layered and temporal privileges • Will be mandated for use in Region 5 (USFS) next season • Has potential for national, interagency use • Provides XML downloads of news and announcements (important for public media orgs) • Open for ideas and suggestions • Provides accountability and logging • Currently falls below OMB 300b requirements • Business drivers - Fire Information Officers and Public Affairs Offices • Fire Directors need to be educated about this application and its need • Need to engage an interagency business group to move this forward • Suggested to engage the NIFC Public Affairs folks • Needs to use the data structure from the GTG • AI needs to add this to his Application Inventory • IRMWT recommends that this presentation be made to other appropriate NWCG Working Teams – IBPWT, WFET for starters • Gary will follow up with Janelle on communication breakdown •
	<p><i>Action Items:</i></p> <ul style="list-style-type: none"> • RMWT will send letter to chairs of the above WTs <ul style="list-style-type: none"> ▪ Not endorsing per se ▪ Looking for business lead/area to move this forward into interagency community ▪ Barry will draft letter for Shari by end of January • IRMWT reps will brief their respective Directors about revisiting the conceptual need for a single, interagency web site for incident information – stressing a public point of view
5	<p>Topic – IT Visioneering Workshop Update Presenter – John Gebhard</p>
	<p><i>Discussion:</i></p> <ul style="list-style-type: none"> • Small group been working on it • March 8, 9, & 10 is current schedule date • Explicit Departmental approval is required • As of January 6th, approval has not been received yet • Draft workshop schedule has been developed • GTG has dropped out – this a very large concern • There are organizational concerns about the organizing group – disjointed • Jim Hubbard, Ronni Levine, Alice Forbes have committed to speak • The group as a whole suggested postponing until next fall may be more advantageous to success

	<p><i>Action Items:</i></p> <ul style="list-style-type: none"> • John will get the draft workshop schedule to Shari for distribution by end of January
6	<p>Topic – CTSP Workgroup Update Presenter – John Gebhard</p>
	<p><i>Discussion:</i></p> <ul style="list-style-type: none"> • Charter for a CTSP Task Group under the IRMWT - Not done • Organizational changes have affected the resources that were tasked to work on this
	<p><i>Action Items:</i></p> <ul style="list-style-type: none"> • John commits to having Charter done by March 1st • Shari will distribute to IRMWT for review • Comments due 1 month before next IRMWT meeting
7	<p>Topic – LANDFIRE Presentation/Status Update Presenter – Bruce Jeske, Cam Johnston, Jim Menakis, Kevin Ryan</p>
	<p><i>Discussion:</i></p> <ul style="list-style-type: none"> • Jeske - PMP Certified November, 2004 • Executive Oversight Committee - 1st meeting in late February • Funding approx 40% DOI and 60% USFS • Also partnered with The Nature Conservancy, USGS, and others • Still not C&A certified • Have been using a robust collaborative environment using Notes databases
	<p><i>Action Items:</i></p> <ul style="list-style-type: none"> • Bruce will deliver the LANDFIRE Project Charter to Shari for review by the IRMWT - Concerns should be directed back to Bruce
8	<p>Topic – Disasterhelp.gov Implementation Testing Presenter – Dale Guenther</p>
	<p><i>Discussion:</i></p> <ul style="list-style-type: none"> • Discusses possible uses for DisasterHelp • Website issues <ul style="list-style-type: none"> ▪ Documents and photos can be displayed, but not available for download by the public ▪ Prototyping of websites is limited ▪ File management is cumbersome ▪ Absolute file referencing is used – explicit URL references must be used <ul style="list-style-type: none"> • Manual updating of addresses in web pages is required • Makes management of web pages extremely complex ▪ Does not have 7x24 support ▪ DHelp using outdated version of software • File sharing issues <ul style="list-style-type: none"> ▪ No FTP capability – period ▪ Can't transfer folders ▪ Limited to 10 file transfers per transaction ▪ Extremely tough / awkward for GIS data transfers • DisasterHelp as a whole can't be used with cookies disabled
	<p><i>Action Items:</i></p> <ul style="list-style-type: none"> •

9	<p>Topic – DAWG Update Presenter – Judy Crosby</p> <p><i>Discussion:</i></p> <ul style="list-style-type: none"> • Working with GTG on GIS data layer template – just about there • Working on standards defining what an NWCG System of Record is • Need for an incident identifier keeps arising • Gave awards to Data Stewards for their efforts <p><i>Action Items:</i></p> <ul style="list-style-type: none"> •
10	<p>Topic – NWFEASG Update Presenter – Barry Mathias</p> <p><i>Discussion:</i></p> <ul style="list-style-type: none"> • Have representation from Departments of Agriculture, Interior, Commerce, and Homeland Security, as well as all Federal fire agencies, and have State representation • Funding identified and secured to launch a NWFEA project and hire a Project Manager • Team members will include the PMO • NWFEASG is chaired by the PMO Program Manager • PM position will be advertised shortly • February DC meeting will to be develop guidelines for the project <p><i>Action Items:</i></p> <ul style="list-style-type: none"> •
11	<p>Topic – GTG Update Presenter – Susan Goodman</p> <p><i>Discussion:</i></p> <ul style="list-style-type: none"> • GSTOP <ul style="list-style-type: none"> ▪ going well ▪ 1st meeting in late January ▪ Mary Kwart (USFWS – Alaska) is the Business Lead ▪ Wants to clarify their charter and wants to know who approves? ▪ Answer - Charter changes should be submitted to the IRMWT/PMO for review and forwarding to parent group • GTG <ul style="list-style-type: none"> ▪ Website was defaced, is being reconfigured – will be up in a couple weeks ▪ Working with DAWG on data standards ▪ Want more interaction with LANDFIRE team ▪ Working with IOSWT to get GIST position in the 310-1 ▪ Chair has changed – question arises about approval protocol ▪ Issues <ul style="list-style-type: none"> • IGWFTAG Charter and Group • GTG role as Technical Advisor to LANDFIRE Oversight Committee • Disconnect with Phase II FPA priorities and LANDFIRE schedule ▪ Judy suggests that we need to decide where GTG’s data standards are to be posted – under the GTG or under the DAWG pages ▪ Joe Frost will now be representing the GTG at the IRMWT meetings

	<p><i>Action Items:</i></p> <ul style="list-style-type: none"> • GTG & the DAWG will meet by GTG March meeting to address and make recommendations for repository of GTG developed standards
12	<p>Topic – IRMWT Operating Principles Presenter – Shari Shetler, Al Borup</p>
	<p><i>Discussion:</i></p> <ul style="list-style-type: none"> • Introduced and deferred to a working group tomorrow for further refinement
	<p><i>Action Items:</i></p> <ul style="list-style-type: none"> •
Day 2	
	<p>IRMWT separated into three work groups to address:</p> <ul style="list-style-type: none"> • IRMWT Roles and Responsibilities • NWCG IRM Strategic Plan • IRMWT Operating Principles <p>Groups will report progress/actions/issues back to the whole group on Day 3</p>
Day 3	
13	<p>Topic – GTG / IGWFTAG charter conversion issue Presenter – Susan Goodman</p>
	<p><i>Discussion:</i></p> <ul style="list-style-type: none"> • GTG was directed to draft a Charter to become the WFTAG • GTG voted against this and comes back to IRMWT for a decision on how to proceed • GTG claims they don't have the time to address EA issues • Assumptions about the nature of the new group and of the NWFEA were discussed • Group unclear about designation of agency National GIS Coordinators • Suggestion made to form an investigative committee to clarify all commitments • Organizationally group desires one group • Group reiterated that the parent group directed that the combination be accomplished • Issue – no state reps identified for WFTAG • Committee to develop the new Charter should include the identified IGWFTAG members
	<p><i>Action Items:</i></p> <ul style="list-style-type: none"> • Continue development of the combining Charter – GTG, PMO, with GTG liaison – date TBD Report back by next IRMWT meeting • Investigative committee to clarify personnel issues (missing letter) date TBD– Bill R., John G., Shari, Glad Report back by next IRMWT meeting
14	<p>Topic – Next meeting dates Presenter – Shari</p>
	<p><i>Discussion:</i></p> <ul style="list-style-type: none"> • Conflicts/availability for March meeting are a problem • March meeting needs to be cancelled – rest of dates stand • June 7-9 in Boise • September 26-28 in Boise • February 7-9 in Boise

	<p><i>Action Items:</i></p> <ul style="list-style-type: none"> • March meeting is cancelled
15	<p>Topic – Round Robin Presenter – all</p>
	<p><i>Discussion:</i></p> <ul style="list-style-type: none"> • (See Bottom of document)
	<p><i>Action Items:</i></p> <ul style="list-style-type: none"> •
16	<p>Topic – Roles and Responsibilities Work Group Outbrief Presenter – Bruce Jeske</p>
	<p><i>Discussion:</i></p> <ul style="list-style-type: none"> • Struggled with which version of IRMWT Charter to use – used the 2002 revised charter • Completed and verified the language • Understand the relationships • Have not included the nature of the relationships • More work is needed
	<p><i>Action Items:</i></p> <ul style="list-style-type: none"> • Draft products will be distributed to the IRMWT for review and comment by next week • Comments/feedback due by March 11th • Work group will meet again March 22nd
17	<p>Topic – IRMWT Operating Principles Work Group Outbrief Presenter – Gary Bowers</p>
	<p><i>Discussion:</i></p> <ul style="list-style-type: none"> • Highlighted significant portions of the document • Three types of members are now defined – Primary, Associate, and Advisory • Will distribute latest draft to IRMWT next week for review • Recommends using DisasterHelp.gov as a collaborative workspace • Concept of a IRMWT Vice-Chair has been incorporated
	<p><i>Action Items:</i></p> <ul style="list-style-type: none"> • Work group will distribute draft to IRMWT next week for review • IRMWT review draft and respond with comments by February 4th • AI will send out preliminary DHelp.gov enrolling instructions next week
Day 3 (continued)	
18	<p>Topic – NWCG IRM Strategic Plan Work Group Outbrief Presenter – Gladys Crabtree</p>
	<p><i>Discussion:</i></p> <ul style="list-style-type: none"> • Noted that plan was for PARENT group, not specifically for the IRMWT • Estimate at least 5 more hours of work necessary to complete • This is a very high-level strategic document • An introductory paragraph needs to be included with the final document

	<p><i>Action Items:</i></p> <ul style="list-style-type: none"> • Allen, Shari, Gladys, Janis will continue work next week • Draft will be distributed to IRMWT for review by March 1st • Finalized version will be given to Allen for distribution to the parent group by April 1st
19	Topic – Presenter
	<i>Discussion:</i>
	•
20	<i>Action Items:</i>
	•
	Topic – Presenter
21	<i>Discussion:</i>
	•
	<i>Action Items:</i>
	•

Round Robin Notes:

Judy

- She is acting chair of NWFEASG for 1 month, then AI for 1 month
- Went to National Coordinators meeting last month
- Identified need for interagency investment review board
- Talk of ROSS interface to a FS data warehouse – needs to follow NWCG guidelines
- ROSS Change Board has no process to bump data standards issues to DAWG – need to have this in all Change Processes

ErnyLee

- Big GIS project awarded
- Very interested in getting GIS standards established
- Struggling – changing to ROSS
- CDF not making change until next January
- Jon Skeels has been very cooperative
- ROSS developing interface with MIRPS – target date 2006
- CWCG has requested to NWCG to have a CDF rep on the ROSS Change Board

Barry

Steve

- Gave updates to the Northeast Area fire supervisors
- They knew little about the IRMWT or its endeavors
- Was a good thing

David

- BIA estimates 2009-2012 to be back on internet

- Might be limited connectivity (gateways for email) by end of this year

Gladys

- Lessons Learned – Paula N. should give presentation to IRMWT in June
- NIFC data center – would like to know more about BLM’s vision and plan
- FS, and DOI members need to meet to share information about their endeavors, reconfigurations, COOPS
- Assumptions need to be clarified for all

Doug

Rick

- Justice Dept wants Hord Tipton to sign a declaration saying that networks are up to snuff
- Appears that this action is preemptive to getting last injunction thrown out
- Might portend another DOI internet shutdown
- Working on strengthening Aviation Mgmt Council ties with FS
- Interest is surfacing in creating an Aviation EA Blueprint similar to that for fire

Kevin

Bruce

Bill

- ROSS & ARMS – discussed current status on FEMA adopting ROSS (with handout)
- FEMA will be adopting ROSS

Jim

Cam

Mike

- A76 competitive outsourcing – IBM won competition to provide IT infrastructure to the Forest Service, including incident support
- Centralized approach with 10 data centers
- More network depended – may affect fire community
- Neal is lead on how changes will affect fire community
- Nature of service from FS IRM will change
- Fire IRM was not involved in this round of contract negotiations
- Large base of FS IRM folks are gone
- Should not impact this fire season
- Lessons learned – Bid was based on a proposed statement of work – this is the key piece – need some very sharp people involved in its creation
- Because FS didn’t want to lose control, they didn’t put out a realistic proposal on the work that actually needs to be done to provide IT support
- Research has very major concerns that their ability to support systems will be compromised
- FS has implemented an augmentation for the fire report program – season summaries will be done through a common website
- Data warehouse – FS is looking at requirements for all their applications and data at NITC – envisioned to be a single structure to support FPA, FAMWEB, ROSS, etc.

John

- Smart cards – deployment on IT piece is in a moratorium – naming conventions are presenting an issue
- C&A is proceeding on all applications

- Anticipating that their network will need to be recertified every year
- Estimating about \$50k for every application that needs to be certified
- Organizational changes are occurring – Deputy CIO has been created – Rhonda Toronto
- Goal is to make her responsible for all day-to-day operations for on-base issues
- John will be then more available to go to DC to work on agency/interagency issues
- BLM is taking on support for FireCode and IQCS
- Dealing with reductions in funds – about 10%
- Centers of Excellence – trying to reduce number of IT support organizations
- Fire support at BLM will be a high priority – working with MitreTek to help frame the endeavor
- John assures that he will continue to engage the IRMWT on the issue
- Working toward an interagency support organization at the fire center
- RAWS may be in the competitive sourcing list this year
- New lightning detection – cost rose substantially – Phil Seilaff has retired
- Fire Domain issue – Fronterhouse/Palmer proposal needs to be pushed to Department for their consideration

Allen

Susan

- BLM 100K went through outsourcing – very successful – didn't lose employees
- Helping with GIS Center Of Excellence proposal

Gary

- Supportive of John's new role being better connected with DC to help influence decisions

Andrea

- FWS is increasing general staff at NIFC

Al

- Is coordinating a 3-hour NITC orientation/tour February 24th. Keith Smith (NASF IRM Advisor), Phil, and Steve are going. Carolyn Higgins and James Whiteside (InciWeb) have expressed interest in attending. Offer was made to IRMWT to see if anyone else might like to take advantage of this opportunity to get a better feel for that facility and all they have to offer.

Shari

Bin items:

- ROSS
 - Interfaces
 - DHS
 - Other Questions

This topic was addressed during the Round Robin. Bill Rush requests that all issues or questions be sent to him and he will address them.

- CPIC

Interdepartmental alignment paper that was drafted by Mike, John, and Elyse was dropped and not elevated to the appropriate level. Paper needs to be updated and then brought back to the IRMWT for review. This should be an agenda item about this for next IRMWT meeting.

**** ACTION: Jon, John, and Elyse will update the paper and get it to Shari by March 1st.*

**** ACTION: Shari will distribute to IRMWT for review – comments back to Shari by mid March – delivered to Allen for parent group by April 1*

- Project Communication
 - Decision Protocol

This topic was not addressed – deferred to next WT meeting

- LANDFIRE, DAWG, and GTG Working Relationships

This topic was partially addressed in the Roles/Responsibilities group. Links have been established.

- DisasterHelp.gov

Proposal was brought forward by the Operating Principles work group to have the IRMWT begin using the space on a trial basis. Al will send out instructions on how to sign up. Shari will be the designated administrator of the space.

- SCG – priorities from the IRMWT

SCG will bring draft priorities for consideration at the next IRMWT meeting.

- Transition
- System Reporting
- Change Boards

- NWCG System Criteria

This topic was not addressed – need to follow up at next meeting

- GTG Roles & Responsibilities

This topic was not directly addressed – deferred until the new advisory group charter is drafted and presented for review

- Interagency Investment Review Board status

No action to date. Possibly might be re-surfaced next month in DC in February when PMO meets with OWFC.

Meeting Critique:

What Went Well:

- Out of town location really helped
- Work group format worked very well – time well spent
- Amount of work accomplished
- Facilities were good and amenities were great
- Good meeting – got a lot done
- Documenting minutes/action items done well
- Decisions made professionally
- Line Officer, and Project Manager participation was helpful – two way street
- Out of Boise location promoted good one-on-one networking
- Having a good notetaker who is savvy to our business was a plus
- Having Project Manager participation was a real plus
- Appreciated PMO involvement
- Good format for presentations
- Good agenda
- New participants really added a lot
- Meeting etiquette was very good made the meeting run smoother

What Went Less Well:

- Missed Mike Funston's perspective and commentary

Suggestions To Make Meetings Better:

- Alternate locations
- Continue to solicit PM participation – Skeels, Conley, etc
- Would be good to have IRMWT records available for reference and use them
- Having the DHelp site as a document repository
- Need the NWCG Liaison
- Improved input on proposed agenda topics
- Better format for Round Robin so it can be accomplished more briefly