



IRM Working Team

June 5-6, 2001

Boise, ID

Meeting Minutes

○ Review Minutes and Agenda

○ Project Update - IQCS

- \$ Need to get one page memo to the agencies regarding staffing
- \$ Went over questions as submitted
- \$ RFQ instead of RFP
- \$ Web-site Arumor control@
- \$ Working with PMO
- \$ USFS has had concerns:
 - \$ Funding not official to anchor to (agency participation paid by member agency)
 - \$ Lack of Project Plan
 - \$ Miscommunication: Who needs to be informed/included
- \$ Official route of documentation/requests etc. should come through PMO/IRMWT Chair

○ Project Update - Incident Automation Strategy

- \$ IBPWT responsible for Incident Base Automation
- \$ Task group - go out on incidents
 - \$ What applications are they using.
 - \$ Look at functionality.
 - \$ Recommendations are due in September
 - \$ Wrote a letter to the IC's (Type 1&2)
 - \$ Are they tied in with USFS Fiscal?
 - \$ Need procurement, configuration management and long-term support.
- \$ NWCG has no established process for addressing the broader area of Information Technology
- \$ Identifies need for NWCG Working Team Chair meeting (annually)
- \$ Charter boilerplate language should include coordination, information sharing, scope statements
- \$ USFS IRM staff (IBM - contractor) is working on Strategic Enterprise Study: WAN, telecom requirements, Enterprise Capable Networking and Security (ECNS)
 - \$ Responsive to needs of emergency support/requirements
 - \$ Policy is that USFS does not want intranet FSWEB extended to the incident.
 - \$ Just Internet connectivity
 - \$ Security and licensing concerns
 - \$ Also working with IRM on providing incident support laptops
 - \$ Don't want USFS image B generic Win2000
 - \$ ArcView, Windows, MS-Office
 - \$ With Supplemental Fire Applications (purchasing 500 licenses)
 - \$ Retired laptops and rented/leased equipment
 - \$ Buying laptops and assigning to Class I and II fire teams

\$ Seeing huge coordination and support issues.

○ DOI NFP Activity Update

- \$ Gladys gave an overview of ongoing DOI activities related to the National Fire Plan
 - \$ Mike Funston will get with Harry Croft regarding the National Fire Plan
 - \$ Get Jay Homeir to talk with Ivette Gosser
 - \$ Is this an opportunity for NWCG?
 - \$ We need an long term strategy - look at the big picture for the future B Data standards, etc.
 - \$ There is an immediate need that is being satisfied either by agency or department
 - \$ Recommendations (DOI effort):
 - \$ Priority is to get it done
 - \$ 2nd to reduce redundant data entry
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○ GTG Update

- \$ FY03 Budget request
 - \$ \$400K for Fire IMS prototype project (GeoMac)
 - \$ ROSS internet server utilization?
 - \$ Western State Representative (Lisa Fox)
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○ IRM Strategy Update Project

- \$ Task Group Report
 - \$ How do we proceed
 - \$ Who is going to participate
 - \$ Conference Call scheduled for 6/20/2001
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○ I RM Coordination Meetings

- \$ Didn't pull it off last time
 - \$ Everyone is busy
 - \$ Still feel that this is important
 - \$ Will reschedule for Wednesday, June 20
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○ WEB Update

- \$ Forwarded paper on to Jim Stires to present to NWCG
 - \$ Barry and Shari met with the Education Working Team and became aware of additional requirements for the NWCG WEB site beyond the minutes, charters, and calendars of the NWCG and affiliated working teams.
 - \$ Recommend that a project be initiated that would gather requirements from all stakeholders.
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○ PMO Charter

- \$ Signed by Barry and IRMWT Chair.
 - \$ Submitted to NWCG for final approval.
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○ IRMWT Charter

- \$ Made changes regarding ability for chair to continue beyond one year
- \$ Changed vice-chair as a one year commitment
- \$ IRMWT suggested that the chair be appointed for a three year term with the opportunity to be re-elected.
- \$ Need to request comments for other changes to the charter
- \$ Must get with Jim Stires for submission to NWCG for approval

○ Draft ReRap Charter

\$ Mike distributed copies of the draft ReRap charter

\$ Requested comments by 6/20/01

○ Introduction and Current Project Overview - Dan Keller

\$ Dan gave the IRMWT an overview of LandFire / 30 meter project

\$ Business Process Analysis for Fuels Management

\$ Define fuels management

\$ Identify existing systems, data, etc.

\$ Express Needs

\$ Outcome is an agency (USFS) focus

\$ Dan will identify interagency aspects.

\$ Will pursue interagency participation if advantageous.

○ Project Charter Guidelines

\$ Identifies approvals/authorities

\$ Mike used the draft to prepare the ReRap charter

\$ Felt it was very helpful

\$ Emphasized the need to keep it flexible B must have the ability to tailor it to the project

\$ Get comments back to Barry

○ PMO Workplan

\$ In Access

\$ Three levels

\$ Initiatives

\$ Objectives

\$ Goals

\$ Action Items

\$ Some areas of emphasis included:

\$ Quality Assurance guidelines

\$ Guidelines for support, monitoring, metrics, etc.

\$ Application Support Strategy (operational Realm)

\$ Standards related to Service Level Agreements

\$ Regarding the repository: Allen will be contacting each agency for repository requirements

○ DAWG Concept Paper

\$ Judy presented the DAWG Concept Paper

\$ Recommended that all WT Charters identify requirement to identify a representative on the DAWG Group

\$ NWCG Business Plan B get diagram of IRM roles and responsibilities that apply to each Working Team

\$ Cross reference between working team and business function for IRM strategy

○ Round Robin

\$ Mike Barrowcliff

\$ WIMS Web operational yesterday (famweb.nwcg.gov)

\$ Also running legacy system through end of fire season

\$ Billing: 60-70% reduction for using the WEB

- \$ Converted to Java code
- \$ Little processing left for the database on the mainframe
- \$ Anticipating Phase 2 and 3 for re-engineering project
- \$ Phase 2 B shorted \$-s on the budget B not to be started until next fiscal year.
- \$ 209 Augmentation to SIT Report
- \$ Marvin Olson
 - \$ No interagency issues
 - \$ Putting GPS units in our engines
 - \$ NAVGear instead of ARCVIEW
 - \$ Fugawi (GPS software) being distributed
- \$ David Potter
 - \$ Migrated into IRM role for BIA
- \$ Al Borup
 - \$ Application Guidelines - didn't receive any comments
- \$ Judy Crosby
 - \$ Tomorrow B Data stewardship meeting for unit identifiers
 - \$ Fire Equipment Working Team, Incident Business Practices Working Team, Incident Operations Working Team, Training Working Team are all represented
 - \$ Get Clear Definition
 - \$ Change Management
 - \$ Data management plan for NWCG goals, objectives
- \$ Barry Mathias
 - \$ The link to NITC is being pursued as a BLM only link
 - \$ Won't solve any problems except NICC
 - \$ Plan B to get viable connection between NBC and NITC at next meeting
- \$ Andrea Olson
 - \$ Ivette coordinates with Jay Homeir once a week
 - \$ Interested in GTG group
 - \$ Requested \$25K be made available for the GTG
 - \$ Andrea will attend the GTG meetings as IRMWT liaison
- \$ Mike Funston
 - \$ Request status reports from ongoing projects prior to IRMWT meetings
 - \$ Send request to Barry to request status reports from project managers be submitted in a timely manner prior to each IRMWT meeting. Delegated responsibility
 - \$ Go back to the issue paper format for agenda items
- \$ Gladys Crabtree
 - \$ Satellite communications
 - \$ Formally request the lead be Barry Mathias
- \$ Doug Stephen
 - \$ Looking at agreement with EROS
 - \$ Pilot project for this summer
 - \$ large fires for mapping severity
 - \$ pre-fire, post-fire, max green up, etc.

○ Future Meeting Dates/Locations

\$ October 2-4 in California. Shari will contact Ernylee Chamlee

\$ February 5-7 in Boise

○ Meeting Critique

\$ David Potter

\$ Concerned that the work that Marvin did on procedures for the IRMWT were not being followed.

\$ Concerned that decisions were not being captured properly

\$ Concerned that meetings were not being run properly

\$ Concerned that action items were not being followed through on

\$ Barry Mathias

\$ See NWCG Meeting Protocol

\$ Formality B 1st, 2nd, etc. (Roberts Rules of Order)

\$ Formal Note Taker

\$ Formal Facilitator

\$ Continue with responsibility matrices with PMO

\$ Rotate Sargent of Arms

\$ Traditional facilitator

\$ Gladys Crabtree

\$ Resume use of Action Item List

○ Review Actions/Decisions

\$ Action Items

\$ Explore 60 - 90 day response for IQCS contract

\$ Check with Andy for funding risk

\$ Follow up on WT Chair Meeting

\$ \$-s for FY03 GTG

\$ WEB project needs to be brought to WT Chairs for lead role

\$ Conference Call agenda for 6/20/01 conference call

\$ Input for IRMWT Charter

\$ Coordination Meeting B 6/20/01

\$ ReRap Charter comments to Mike by 6/20/01

\$ Incorporate Post-Implementation system AGuidelines/Standards@

\$ PMO List of Products

\$ IRMWT add to it

\$ Identify Appropriate Organization to Develop Guidelines

\$ Identify Appropriate Organization to Carry Out

\$ Decisions

\$ Transfer DNS to PMO

\$ Document Review Procedures (meeting agenda items, etc.)

\$ document submitted 30 days in advance

\$ no comment = agreement

\$ conflicting or significant comments will result in another 15 day comment period

\$ Documents distributed by Barry to IRMWT members and advisors

- \$ Will contact voting members if no response
 - \$ Bin Items
 - \$ Relationship between IRMWT and IT/IE activities throughout NWCG Working Teams
 - \$ Incident Automation AStrategy@
 - \$ IRM Strategy/Project Plan
 - \$ NWCG Project Criteria
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