

IRMWT Meeting Minutes  
June 8-10, 2004  
Boise, Idaho

**DRAFT**

Shari Shetler, Chair  
Shari\_Shetler@blm.gov  
208-387-5700

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**Note: Items refer to agenda items which were reduced in number by agreement of team members and sometimes reordered to accommodate schedules.**

**Item 1: *Introductions*** (members and advisors): Alice Forbes- NWCG Liaison, Shari Shetler-IRMWT Chair, Andrea Olson-FWS, Mike Funston-USFS, Mike Barrowcliff-USFS, Cam Johnston-USFS Research, Phil Murphy-Western States, Gary Bowers-BLM, John Gebhard-BLM, Gladys Crabtree-NPS, Merrie Johnson-NPS, David Potter-BIA, Susan Goodman-BLM, Judy Crosby-PMO, Al Borup-PMO, Allen Deitz-PMO, Barry Mathias-PMO.

(Guests): Greg Jensen-BLM for IQCS Operations and Maintenance, Rick Jensen-IQCS Business Lead, George Conley-IQCS Project Manager, Mary Ann Szymoniak-ISuite Stabilization and Incident Base Automation Project, John Noneman-FPA Deputy Project Manager, Dan Keller-FPA and LANDFIRE Sr. Project Manager, Joe Frost-GTG, Luther Arizana-GTG...two other GTG members.

**Item 2: *Incident Qualification and Certification System (IQCS) Update, presenter Rick Jensen***

IQCS Contract will be completed July 14. IQCS Implementation Charter deliverables were reviewed and generally accepted. The Change Control Board (CCB) has been identified and will be chartered under the IOSWT. Rick Jensen and Merrie Johnson will lead this effort. BLM is in charge of IQCS Operations and Maintenance. Hand-off to BLM's Fire IRM staff is in progress.

**Action Item:** Shari Shetler will draft a letter for NWCG signature identifying the IQCS system as the NWCG standard for maintaining incident qualifications and certification. The letter is intended for distribution through all agencies.

**Action Item:** Rick Jensen and John Gebhard will involve Sherry Gary, BLM Agreements, in constructing the agreement between the IQCS system and BLM Fire IRM for operations and maintenance of the IQCS system.

**Item 3: *Fire Occurrence Reporting System (FORS) Status, presenter George Conley***

George Conley, FORS Project Manager, will lead the FORS Business Requirements Study Project with a kick-off meeting scheduled the end of June or first week of July 2004. The kick-off meeting will be 1 to 3 days with a draft project charter as the deliverable from the meeting. The overall project is estimated to take less than 6 months

with 2 to 6 weeks of concentrated, full-time activity primarily involving the Project Manager, contractor, and subject matter experts.

FORS Kick-off Meeting objectives include: Develop a FORS Charter draft for review and recommendation by the IRMWT, identify the FORS Business Lead, establish project timeline and deliverables, identify Subject Matter Experts (SMEs) (who, during the following 6 months) will identify federal and state (stakeholder) requirements, compare and document requirements to existing systems, and recommend a solution for one system, i.e., selection, re-engineering, or consolidated development of a single FORS.

**Item 5: *Incident Base(d) Automation, presenter, Mary Ann Szymoniak***

Suggestions with regard to the charter: change “Base” to “Based”; include “Phase 2” on the charter title page; under “Objectives and Goals” add a fourth objective to “utilize cost efficiency by coordinating and sharing with related ongoing efforts such as the National Wildland Fire Enterprise Architecture (NWFEA) and incident cost accounting”; under “Deliverables” include CPIC language from “select” and “pre-select” phases to interject high-level cost benefit analysis for prioritization and recommendation; consolidate #6 into #2 with request to include and incorporate NWFEA recommendations; use language such as “business modernization plan or blueprint.”

IBPWT will be the steering group for this project.

**Action Item:** Mary Ann Szymoniak to make changes with assistance from the PMO and/or USFS CPIC advisor, and contact Federal Business Management System (FBMS) fiscal folks to ensure ICARS is not in competition with their efforts.

**Item 6: *I-Suite Stabilization Status Report, presenter, Mary Ann Szymoniak***

This was an informational presentation (see status report) identifying enhancements to current I-Suite software. I-Suite will use the same contracted Helpdesk as ROSS with a direct annual cost of \$153K. This sum includes cross-training of Helpdesk staff, reporting software for assessing the need of further enhancements. Additional suppression funds may be used to augment the helpdesk during peak activity periods.

**Item 8: *Review National Wildfire Coordinating Group (NWCG) Meeting Minutes from the May 2004 meeting in Fond du Lac, Minnesota, presenter, Alice Forbes, NWCG liaison.***

This was an informational presentation. The high-level IRM Strategy presented to NWCG at their January meeting was accepted at the May meeting without changes.

DoD is going to be a full partner in NWCG.

A “Logistics” group will be a sub-committee of the Fire Equipment Working Team. A “CTSP” (Computer Technical Specialist) group will be a sub-committee of the IRMWT (Jerry Lamm, James Whiteside possible chairs).

The National Fire and Aviation Executive Board (NFAEB) Charter will be released soon.

The differences between the NWCG and the NFAEB will be identifiable by comparing the two charters. Alice has a matrix chart showing NFAEB's efforts at describing the responsibilities of NFAEB, NWCG, OWFC, NMAC, etc. Basically, NFAEB was established to provide a quick, tactical response to some of the issues that surface within the NWCG. There are very few groups chartered under the NFAEB. Those that are chartered under the NFAEB are generally local NIFC groups that can meet and respond quickly under the immediate supervision of the Fire Directors. The working team structure will remain under the NWCG.

Sidebar...As a follow on to the NWCG meeting Barry Mathias attended the Wildland Urban Interface Working Team meeting and obtained a copy of the WUIWT Communication Guide (Plan). This comprehensive communication guide was developed under contract with Fleishman/Hilliard and can be shared throughout the wildland fire community. Barry Mathias will send a copy of the WUIWT Communication Guide to Cam Johnston and all Project Managers.

***Items 10, 11, 30: IRMWT and PMO Charter revisions, "Managing Partner" discussion and definition as applied to the interagency wildland fire community, CPIC alignment as applied to the interagency wildland fire community among Departments, Bureaus and Agencies.***

**Action Item:** Form a task group to look at IRMWT and PMO Charters, Managing Partner, and Roles and Responsibilities. Mike Funston, Gary Bowers, Gladys Crabtree, David Potter, Barry Mathias. Gary Bowers will lead and arrange a meeting room for 9 am (all day) July 13, 2004. (See Item 15 for related action item.)

***Item 13: Interagency Fire Systems Workshop, presenter Ken Reninger***

This was an informational briefing. There is not firm date or location for this workshop.

**Action Item:** A workshop steering committee was formed. Ken Reninger-BLM Lead, Judy Crosby, Cam Johnston, Mike Barrowcliff, Phil Murphy, Susan Goodman, & David Potter will meet June 15 at 2:30 pm in the NIFC BLM (IRM) Conference Room (Building 410-A). Possible workshop dates are the weeks of Feb. 7 or 14, 2005.

***Item 14: DisasterHelp.gov, presenter, Allen Deitz***

The DisasterHelp System will not meet the repository needs of interagency wildland fire community. There is no way to include enough meta-data for the public. Appian is the contractor...hosted at a Batelle facility 35 miles south of DC. There is currently no back-up site for this system.

**Action Item:** Allen Deitz will write a report identifying the capabilities and limits of the DisasterHelp.gov system from a wildland fire perspective as it is currently configured and developed. The report will be forwarded with a letter from the IRMWT Chair to the IRMWT membership. A copy will be sent to Barbara LaCour, USDA Deputy eGovernment Executive. [Barbara.LaCour@usda.gov](mailto:Barbara.LaCour@usda.gov) (202) 690-2118

**Item 15: *Project updates, ROSS, ICBS presenter, Barry Mathias***

The status reports from the ROSS and ICBS projects were presented. It was noted, based on recent discussions with Jon Skeels, that ROSS performance has been improved with hardware upgrades and software revision. Performance problems associated with ROSS will likely be due to agency network limitations at some locations, and the saturation of networks with traffic other than ROSS...mainly GIS file traffic.

The IRMWT is not in a position to recommend solutions for improving the delivery of web based services. This is an OCIO responsibility. Performance problems should be documented by date, time, and location and forwarded to the agency CIO office responsible for servicing the location. Work-arounds for congested networks need to be approved by the servicing agency. Known trouble spots should seek approval or remedy ahead of anticipated fire activity.

**Action Item:** John Gebhard will research A11-300 requirements as they pertain to USFS managed projects and implementation within the DOI wildland fire bureaus. John will report on official DOI Department and bureau CPIC policy by the next IRMWT meeting. (This action item is related to Items 10, 11, and 30...see the related action item under those headings previously identified in this document.)

**Item 16: *FPA and LANDFIRE Updates, presenters, John Noneman, Dan Keller***

FPA Phase 1: Beta testing of first *Preparedness Module* in July, full implementation begins in October...with February 2005 expectations of budget submission by all agencies.

Venetia Gempler is the new FPA Communications lead. (starts 6/14/2004)  
A contract for a Technical Writer will be let soon. A GIS position just closed. There will be a Training Specialist to be detailed to FPA. Increased staffing has created space issues. FPA will expand it's current space allocation at NRC (Idaho State BLM Office).

FPA is hosted at the National Information Technology Center (NITC) with secondary site planned at National Interagency Fire Center (NIFC). FPA security Certification and Accreditation (C&A) is in progress.

*Sidebar...*A discussion ensued regarding the "decision process" for hosting FPA. The IRMWT has been the forum for considerable discussion regarding these decisions. It was noted there is a lack of standard protocol for making decisions pertaining to interagency

projects...this will be referred to the System Management Committee as an agenda item to bring back for discussion with the IRMWT.

The FPA Phase 2 Charter is in the development stage...will be chartered under National Fire and Aviation Executive Board (NFAEB). The IRMWT will need to review the FPA Phase 2 Charter prior to signature under the decision at the Gettysburg NWCG meeting for all NFAEB chartered projects to follow NWCG guidelines.

The FPA Team approach is to serve as “integrators” rather than “inventors. The FPA Team will hold a brainstorming session in July to identify the pieces and complete the total FPA picture.

It was suggested that FPA needs a Business Lead in DC.

Planning for FPA Phase 2 (and USFS funding) may be in jeopardy with June 23 deadlines for USFS Investment Review Board (IRB) budgeting process. Dan indicated he was a bit “behind” due to his involvement with LANDFIRE and that a budget shortfall may be advantageous considering the current planning stage for FPA Phase 2.

Dan Keller is also concerned about the “health and well-being” of his project team and the viability of his team continuing at the current pace. The team may need a well-deserved break before delving into Phase 2 in February. Fatigue is a factor for project team members, and Dan is concerned there may be team attrition due to the amount and duration of the workload associated with FPA development.

It has been well documented through PMO observation that individual interagency project team members commitment to the success of all of these NWCG/NFAEB development projects often exceeds a 50 hour work week. Much of this time is donated by team members.

**Action Item:** Dan Keller will contact Mike Funston regarding reporting requirements to secure FY 05 USFS funding.

**Item 26 (moved to accommodate travel schedule):** *LANDFIRE Update, presenter Dan Keller*

The LANDFIRE Executive Charter was signed by the Wildland Fire Leadership Council (WFLC) in May 2004. At the last minute, additional language strengthening the role of NWCG and the Project Manager was inserted into the charter.

Dan Keller will oversee the LANDFIRE Project as Senior Project Manager. Bruce Jeske has been hired by the USFS as the day-to-day LANDFIRE Project Manager. Tim Melchert has been hired as USFS Business Lead. There is a vacant (advertisement) DOI Business Lead.

According to Cam Johnston, as many as five additional Project Managers will be hired for different portions of the LANDFIRE Project.

Currently neither Bruce Jeske nor Dan Keller has Project Management certification credentials...although both are pursuing certification credentials.

There was a suggestion made by Barry Mathias to consider a certified DOI side Deputy Project Manager, similar John Noneman's role in FPA, considering the size, complexity, and cost of the LANDFIRE project. Since the DOI Bureaus are responsible for 40% of the funding, they appear to be under-represented in overall management of the project.

**Item 17: *Interagency Fire ITIB, presenter John Gebhard***

There is a proposal to form an Interagency Fire ITIB to establish priorities and funding commitments pertaining to wildland fire IT investments. IRMWT likes the concept if it can stay disjoint from agency CIC processes. It was also suggested that after a the replacement for Tim Hartzell of OWFC is in place, an OWFC/IRMWT meeting may be beneficial.

**Action Item:** John Gebhard will take the lead and form a task group to develop an exploratory charter that will define the scope of the ITIB. Membership includes Mike Funston, Gladys Crabtree, Elyse Turkeltaub, and Al Borup. The charter will be completed and distributed by September 1 to the IRMWT in time to be presented to the NWCG in October.

**Item 20: *Enterprise Architecture Update, presenter Judy Crosby and Mike Funston***

The National Wildland Fire Enterprise Architecture Steering Group (NWFEASG) was chartered by the WFLC in May 2004.

A project to identify and develop the wildland fire enterprise architecture for the wildland fire community is being planned. Funding is available in FY2005.

A joint meeting of the IRMWT and NWFEASG is suggested for September.

**Action Item:** Judy Crosby and Al Borup will work up an agenda and issue the invitation to the NWFEASG to attend a joint meeting with the IRMWT in September.

**Item 25: *Geospatial Task Group (GTG) Update, presenter Susan Goodman***

FWS will be the Lead Agency on the GTG *Geographic Information System Standard Operating Procedures on Incidents Project*. The direct cost of the project is identified at \$103,900. Business lead will canvas agencies for funding.

Project Manager: Susan McClellan, (Florida State)

Business Lead: Susan Goodman handing off to Brian Sorbel in January 05

Agencies need this budget information by July 7 for inclusion in the FY05 budget.

**Action Item:** Susan Goodman will make the recommended changes to the charter (as identified during this meeting) and identify the funding split in the charter. The funding split is proposed according to the NWCG formula. IRMWT recommends this project to the NWCG subject to the recommended changes being incorporated within this charter. Shari Shetler will forward charter to NWCG for signature. **Check with Alice on this item for USFS 60%...concern raised regarding compromising business practices if this formula is arbitrarily adjusted. Alice will consider and advise.**

*Wildland Fire Geospatial Technical Advisory Group (WFGTAG) Charter*

According to the GAO Action Plan, the Agency Directors will establish and/or designate a National Wildland Fire Geospatial Coordinator for each fire agency and the United States Geological Survey (USGS) by June 30, 2004.

**\*\*Action Item:** Each IRMWT member will take appropriate action in their respective agencies to trigger and monitor the process for identifying an Agency Geospatial Coordinator by June 30.

**Action Item:** The IRMWT recommends this charter for signature by the IRMWT Chair and NWCG Liaison by June 30, 2004 subject to the recommended changes (as discussed at this meeting) being incorporated within this charter. Susan Goodman will make the changes to the WFGTAG Charter and return to the IRMWT Chair. A date and version number will be added to the charter.

**Action Item:** Susan Goodman will take the lead in combining the GTG and WFGTAG charters into a single organizational charter sponsored by the IRMWT by September 1, 2004.

**Action Item:** The IRMWT Chair will present this chartering combination as an information item on the NWCG agenda.

Item 28: Interagency Systems Management Coordination, presenters Mike Barrowcliff and John Noneman

There is ad-hoc participation on a committee to form an interagency systems management task group. Participation includes: Mike Barrowcliff-USFS; John Gebhard-BLM; Al Borup-PMO; Jon Skeels-ROSS Project Manager; George Conley-IQCS Project Manager; John Noneman-FPA Deputy Project Manager; and others.

**Action Item:** Mike Barrowcliff will lead the development of a charter for this task group under IRMWT sponsorship for presentation at the next IRMWT meeting.

Item 29: Computer Technical SPecialist (CTSP) Task Group formation, presenter Barry Mathias

In May 2004, the NWCG, in response to a letter from the IBPWT requesting the formation of a Logistics Working Team, directed the IRMWT to form CTSP Task Group to identify and promote computerization standards to be used in support of incidents. The formation of this task group will formalize and nationalize the efforts of the ad hoc CTSP group that met in conjunction with the National Logistics Meeting in Reno January 2004.

**Action Item:** John Gebhard-BLM will take the lead in contacting interagency CTSP representatives to develop a charter for presentation at the next IRMWT meeting. Suggested contacts for leadership in spearheading this effort include Brian Lamb, Louis Leezer, Michael Morgan from the BLM; and Steve Simon and James Whiteside from the USFS.

Item 30: Identify meeting dates of subsequent IRMWT meetings:

September 27-29, 2004 – Boise (Joint meeting with NWFEASG)  
January 11-13, 2005 – San Diego  
March 22-24, 2005 – Boise  
June 7-9, 2005 - Boise

Item 35: Round Robin Comments: Need for facilitation and note taking, poor attendance makes hosting these meetings at NIFC (Boise?) questionable in terms of value. Few other comments.

Item 38: Meeting Critique

IRMWT was asked to state one thing that would improve the meetings. Suggestions included:

- Hold the meetings somewhere other than at NIFC. It is too distracting.
- The agenda items that had explanations and desired outcome were very helpful.
- Put each topic on a flipchart to help facilitate the discussion to keep it on track.
- When asked to submit agenda items, include both those that you want to present as well as those that you want to hear about.
- When requesting agenda items, fill in the information requested on the Agenda Topic Request Form.
- Need a dedicated note taker.
- Do the pre-work. It is not good use of our time to do group editing at the meetings.
- Need to be able to ask and prepare to answer the hard questions.
- Match up documents to the agenda.
- Use Roberts Rules of Order.
- Start and End on Time. Beginning of day, lunch, breaks
- Get your assigned actions items completed on time and report back to the IRMWT.