

IRMWT
Meeting Minutes
Albuquerque, NM
March 4-6, 2003

Tuesday, March 4, 2003

Attendees: Jim Stires, NWCG Liaison and BIA Representative
Shari Shetler, IRMWT Chair and BLM Representative
Ken Reninger, BLM Technical Advisor
Andrea Olson, FWS Representative
Gladys Crabtree, NPS Representative
Doug Stephen, NPS Technical Advisor
Mike Funston, USFS Representative
Mike Barrowcliff, USFS Technical Advisor
Cam Johnston, FS Research Representative
Elyse Turkeltaub, OWFC Representative
Judy Crosby, NWCG Data Architect
Allen Deitz, NWCG Repository Manager
Al Borup, NWCG Application Architect
Barry Mathias, NWCG IRM Program Manager

Schedule of Future Meetings:

- June 3-5 Boise, ID
- August 5-7 Boise, ID
- **Action:** *Mike Barrowcliff will arrange the June 3-5 meeting in Boise.*

Budget Status:

- **Action:** *Team reviewed the FY04 IRMWT budget. No changes were made. It will be submitted as it currently exists.*

Incident Based Automation (IBA) Project: Presentation by Mary Ann Syzmoniak and Jon Skeels

Handouts:

Project Charter: ISuite Stabilization and Support Project
PowerPoint presentation

- Mary Ann Syzmoniak presented the ISuite Stabilization and Support Charter for IRMWT consideration. The ISuite Stabilization and Support Project is phase 1, or the first of several projects to develop and implement IBA. The ISuite team and the IRM-PMO worked together in developing this charter. The IRM-PMO recommends this charter to the IRMWT.
- Mike Funston asked about archiving incident information and the identification of systems management “best practices” for maintenance and file backups. This should be part of the stabilization project along with identifying basic platform and data standards. Any standards

identified by the project should be recommended to NWCG. Explicit data stewardship assignments are needed and should be viewed as within the scope of the ISuite Stabilization and Support Project.

- The California Department of Forestry (CDF) has been contacted and asked to participate in the ISuite Stabilization and Support Project. Shari Shetler said that Ernylee Chamley from CDF has contacted Tory Majors of the Incident Business Practices Working Team (IBPWT), and CDF is interested in participating in the later projects associated with IBA, but not ISuite Stabilization. CDF will continue to use INCINET in California until a functional replacement is available. CDF may have personnel and funding for IBA endeavors.
- Elyse Turkeltaub asked about certification and accreditation of NWCG systems. It was explained that NWCG does not certify information systems. Certification and accreditation are accomplished through the “Managing Partner” agency.
- **Action:** *Shari Shetler will submit a request to Jim Stumpf for an action agenda item at the May NWCG meeting to consider and approve the ISuite Stabilization and Support Charter. Jim Stires would like a breakout of costs for the ISuite Stabilization and Support Project and an assessment of the timeline required before launching into Project 2 (or Phase 2) which is an IBA business requirements and re-engineering study. This report is due as part of the related discussion for the May NWCG meeting. A strategy for addressing and meeting the IBA A11-300 requirement is also requested. These requests will be channeled to Tory Majors (IBPWT Chair) and Mary Ann Szymoniak.*

ICBS Re-Engineering Project: Presentation by Andy Gray and Dave Milbrat

Handouts:

Project Charter: ICBS Re-engineering Project
Highlighted charter changes
Project cost estimates

- Andy Gray presented the most recent version of the ICBS Re-engineering Project Charter. Significant changes were made to the originally submitted project charter. Jon Skeels, Andy Gray, Dave Milbrat, and Jeri Billiard worked directly with the IRM-PMO to incorporate these changes. Changes to the charter support cache business community interests.
- The USFS is the “managing partner” and has approved preliminary funding for ICBS re-engineering through the USFS Investment Review Board (IRB). The ICBS Re-engineering Project initiative is currently staffed as follows:
 - Jon Skeels – Project advisor
 - Andy Gray – Interim Project Manager
 - Dave Milbrat – Business Lead
 - Geri Billiard – Business Requirements Team Leader
- The USFS supports the current ICBS application. Mike Barrowcliff’s group determined that a simple ICBS/ROSS interface is not practical. The question was raised, “Why not start with a new requirements analysis?” It was explained that a structured change management process exists, and very few changes have occurred since the previous design. The original business requirements study will be used as a basis for gathering additional requirements.
- An ICBS steering group will be established as a support organization for the project. The steering group will be comprised of business and technical representatives and will report on business issues to the FEWT and technical issues to the IRMWT. Mike Funston suggested

the need to add data stewardship assignments and include these costs as part of lifecycle management in cost estimates.

- Cost information was included as an appendix to the charter based so that it can be easily removed during the acquisition phase based on contracting suggestions. It was mentioned that \$7M seems like a high cost estimate for something that is utilizing existing work and documentation. Jon Skeels indicated that the total cost had already been submitted and was conceptually approved by the IRB. The proposal was evaluated and weighted heavily as an existing (mission critical) interagency system by the IRB.
- It was mentioned that in development of the A11, 300 the project team should detail how ICBS contributes to containing/minimizing large fire costs.
- IRM-PMO's assessment of the ICBS chartering process: Once the business community, project manager, and representatives from the IRM-PMO met together for an editing session of the charter draft, the group quickly went through the charter and improved the content. The charter business case was strengthened and unnecessary information was eliminated. The charter follows NWCG standards and is more precise and explicit. The formatted response from the IRM-PMO (when the IRM-PMO is not involved in document development) has been:
 - Observation
 - Discussion
 - RecommendationThis type of uninvolved response is laborious, impersonal, and can easily become contentious. A combined editing session is a more direct approach leading to a better product and a sense of partnering and teamwork among the participants. It is especially important to have the business community involved in charter development.
- The IRM-PMO recommended the ICBS Re-engineering Charter to the IRMWT. The IRMWT recommended the ICBS Re-engineering Charter with minor edits and forwarded the charter to the FEWT for presentation to the NWCG.
- IRMWT modifications to the ICBS Re-engineering Charter included:
 - Add language to ensure Data Administration/Stewardship
 - Identify relationship to containment of large fire costs.
 - Add a bullet to identify any ties to e-gov.
- **Action:** *The ICBS Re-engineering Charter was recommended back to the FEWT for presentation to NWCG.*

Resource Ordering and Status System (ROSS) Update: Presentation by Jon Skeels and Neal Hitchcock

The presentation covered:

- ROSS A11, 300 submission dates; agency notification to employees of ROSS implementation through formal correspondence channels; user training progress; ROSS version release dates; data imports; and concerns about IQCS and WILDCAD mentioned by field personnel at ROSS training sessions.

IQCS concerns are as follows:

 - *Field Communication* – there has not been enough communication with field personnel from the IQCS business community.
 - *Review Opportunities* – field personnel have not been given adequate opportunity to review IQCS progress.

- *ROSS Interoperability* – concern has been expressed by the Dispatch community that ROSS and IQCS need to be interoperable.

WILDCAD concerns are as follows:

- *ROSS Interoperability* -- Members of the Dispatch community have stated they will not use ROSS unless it is interoperable with WILCAD.
- According to Ken Reninger, WILDCAD is being addressed through the BLM's Fire and Aviation Management IT group (FAMIT). An A11, 300 is being developed for WILDCAD.
- Jim Stires suggested the fire directors would be interested to hear how the efficiency of ROSS may be affected by the implementation of WILDCAD. This should be presented as an agenda item at the next NWCG meeting.
- **Action:** *Shari Shetler will submit a request to Jim Stumpf for an information agenda item at the May NWCG meeting to address WILDCAD implementation effects on ROSS and business recommendations pertaining to the two systems (Neal Hitchcock? (Gladys Crabtree may also present a short related briefing on plans for a ROSS/IQCS interface?))*
- **ROSS definition:** The Resource Ordering and Status System is a computer software program developed to automate the interagency dispatch resource ordering, statusing, and reporting process. (from Jon Skeels)
- **WILDCAD definition:** The WILDFire Computer Aided Dispatch system is a GIS-based application that supports the dispatch of initial attack resources to fires, and provides assistance for other, all-risk incident types. (from Greg Jensen)
- Questions regarding ROSS/WILDCAD interface: What is the business need for these two systems to interoperate? What kind of interoperation is necessary? When does this need to occur? Who will control this process? What personnel and contractors need to be involved? Who will ensure that federal requirements and NWCG interface standards will be met when interconnecting these two systems? What will a ROSS/WILDCAD interface cost? How will agreements between these two systems be managed? Who will pay for developing a ROSS/WILDCAD interface? (See publication NIST 800-47)
- **Actions:** *Jon Skeels will meet with Ken Reninger and FAMIT regarding WILDCAD. Ken Reninger will get a copy of the list of WILDCAD training sessions to Andrea Olson with locations and agency.*

ROSS/IQCS Interface: Question raised by Barry Mathias

- A ROSS/IQCS interface is not identified in the ROSS charter. Should the IRMWT request the ROSS project submit a charter addendum to address an interface with IQCS? The ROSS Project Charter addresses an interface with three other qualifications systems. However, the system envisioned to replace these three qualifications systems (IQCS) is not addressed in the ROSS Charter. There is no requirement to interface with ROSS in the IQCS Charter. NWCG has control of these two applications that have been envisioned to work together. There is a concern that two stove pipe applications are being created without appropriate linkage between the two systems.

- Questions regarding ROSS/IQCS interface: See questions related to ROSS/WILDCAD interface and... What do the corresponding business communities recommend? What does the IRMWT recommend? NWCG will decide how to deal with system interfaces based on staffing recommendations. (See publication NIST 800-47)
- **Actions:** *Request Jon Skeels and George Conley make a joint presentation with recommendations regarding ROSS/IQCS interface at the June IRMWT meeting. Gladys Crabtree will coordinate with Jon and George, facilitate meetings to develop alternatives and recommendations, and ensure this is an agenda item at the June IRMWT meeting. This discussion may also be presented to the NWCG at their May meeting since it relates to the ROSS/WILDCAD interface discussion.*

Position Mnemonic Change Board Charter

- Reminder for IRMWT members to forward edits to the Position Mnemonic Change Board Charter (PMCBC) to Paul Broyles.
- **Action:** *Mike Funston has provided charter comments. These comments have not been incorporated in the draft PMCBC charter. Mike suggested the IRMWT should not recommend the charter for NWCG signature until the comments he provided are either addressed or incorporated into the charter. (The IRM-PMO has not reviewed this charter.)*

Update on the Wildland Fire Application Inventory: Presentation by Al Borup

Handout: Wildland Fire Application Inventory Access Database Report

- Al Borup presented a report on the Wildland Fire Applications Inventory. Al cautioned that outdated and incorrect information exists as part of the inventory. Validation of current systems is a slow process due to lack of response from some IRMWT members for validation of agency systems. Ken Reninger said Mike Fisher from BLM would be contacting Al soon with the list of BLM systems.
- **Action:** *Each IRMWT voting member will validate their respective agency's wildland fire applications and get the information to Al on the appropriate Information Submittal Form by the next IRMWT meeting in June (2003!).*

IRM-PMO Status Report: Presentation by Al Borup

Handout: IRM Program Management Office: Report on Current Initiatives

- Al Borup quickly reviewed numerous current activities. Judy Crosby is chairing the Data Administration Working Group and establishing wildland fire data stewards and data standards within NWCG business areas. Al Borup is gathering information and validating the wildland fire applications inventory. Al recently reviewed and recommended NIST 800-47 interface standards as a possible replacement for the current NWCG direction regarding NWCG system interfaces. Allen Deitz will serve on the TEB – Technical Evaluation Board – for FPA, and is coordinating the wildland fire repository efforts. Barry Mathias is assisting and coordinating agency efforts to develop a common interagency Capital Planning Investment Control (CPIC) process.
- **Action:** *(see later discussion on Interconnecting IT systems)*

Update on NWCG/FFALC Project Updates - IQCS and FPA: Update by Barry Mathias

- The Incident Qualification and Certification System (IQCS) Project is in the construction phase and within acceptable cost and schedule variances for this reporting period.
- There is an outstanding issue in obtaining services of an ORACLE Data Base Administrator (DBA). George Conley has requested a meeting with Mike Barrowcliff regarding utilization of a USFS person as an interim DBA
- Business area representation and oversight consists of “the team of five” steering group with members from both the Training and Incident Operations Standards Working Team. The IQCS steering group meets regularly with the project team. There was a concern expressed that the Dispatch business community (especially the USFS) may not be engaged and represented adequately as a business group.
- IQCS steering group representing the IOS and Training Working Teams consists of:
 - Merrie Johnson – NPS, IOSWT, WT
 - Rick Jensen - BLM
 - Dave Koch - BIA
 - Joette Borzik - USFWS
 - Billy Terry/Mike Barrowcliff/Jim Grant – USFS
- The project manager, George Conley, has requested more leveling of participation. Communication with field personnel may be an issue.
- **Action:** (Shari Shetler will channel request to Rick Jensen) *The IRMWT requests a communication plan from the IQCS project manager identifying and addressing communication with all stakeholder groups for presentation at the June (03) IRMWT meeting.*

Fire Plan Analysis (FPA) – Monthly Progress Report: Update by Barry Mathias

Facility remodeling was recently completed at the Idaho State Office and the FPA project team moved into the new office space late January. The FPA project team and the IRM-PMO met in February to discuss roles, responsibilities, and mutual expectations. The IRM-PMO requested that both the Application and Data Architects (Al Borup and Judy Crosby) be involved in Design and Construction phases of the modularized project. Allen Deitz will represent the IRM-PMO in reviewing the contract proposals for the FPA Preparedness Module. FPA is planning to select a contractor and award the task order by April 7.

- The FPA project is sponsored by the Federal Fire and Aviation Leadership Council (FFALC) and is subject to the same review and oversight as NWCG projects. Jim Stires is the FFALC liaison to the FPA. A concern was expressed that oversight roles and the need to follow and contribute to NWCG standards may need emphasis.
- Several issues and risks to project schedule and cost have been identified by the project manager: 1) across the agencies there is a lack of quantitative performance based fire management objectives that have been derived in an interdisciplinary arena; 2) lack of common interagency standards for determining staffing and related costs; 3) different data sources, reporting systems, data standards, and repositories currently exist among the agencies; 4) funding delays and uncertainties; 5) a new model—the FPA Preparedness Module will be using an optimization approach to determine a cost effective means of meeting multiple management objectives; and 6) increased (OCIO) reporting requirements have a direct effect on project schedule and budget.
- **Action:** *Mike Funston will discuss roles and responsibilities with the FPA Project Manager.*

The Data Administration Working Group (DAWG) Operating Plan: Presentation by Judy Crosby

- Judy distributed the DAWG Operating Plan along with training recommendations. It was reaffirmed that each agency has a responsibility to provide training for their personnel. Training should not be a line item request from NWCG. There was approval for the training costs identified as part of DAWG operations. Data steward training will be funded by each agency.
- **Action:** *The IRMWT approved the DAWG Operating Plan as written.*

FEAC Institute – Federal Enterprise Architecture Certification presented by Judy Crosby

- The IRM-PMO is requesting funding for the Application and Data Architects to certify as Federal Enterprise Architects. Elyse Turkeltaub endorsed the training for the IRM-PMO architects regardless of whether or not the development of enterprise architecture is “inherently governmental.” Elyse pointed out that even if enterprise architecture development was contracted, the government must have some knowledge in order to manage the contract. Judy elaborated on the training and certification provided through the FEAC program. People who are responsible for developing and overseeing a multi-million dollar enterprise architecture investment need this training.
- Jim Stires said the DOI agencies would be willing to sponsor one of the architects (NPS –Al Borup) for FEAC training. Mike Funston said he would pursue USFS funding for the second architect (FS—Judy Crosby) to attend this year. There was endorsement among the IRMWT for the IRM-PMO architects to attend FEAC training this fiscal year.
- **Actions:** *The DOI agencies will divide the training costs for Al Borup. The USFS will pay the training costs for Judy Crosby. Agency IRMWT representatives will contact their respective CIO staffs to encourage additional participation in the FEAC program.*

NWCG Glossary of Wildland Fire Terminology: Update by Allen Deitz

- Allen met and presented the Wildland Fire Glossary now maintained by the IRM-PMO to the combined IOS and Training Working Teams in late February. Publishing the Wildland Fire Glossary spawned a significant number of requests to update the information in the glossary and obtain printed copies. Out of 1800 items, 400 remained “unclaimed”. Allen will work toward defining the unclaimed terms. Another update of the glossary will occur approximately October 2004. The glossary will be posted on IRM-PMO website and available in hard copy through NFES and the PMS Working Team (Allen Deitz).
- Allen reviewed the current process to update the glossary:
 - Field personnel request a change,
 - The custodian drafts the proposed change (also the data steward on the DAWG),
 - IOS WT reviews and approves as steward for the Glossary – Ralph Alworth,
 - IRM-PMO publishes changes to the glossary.

Guide for Interconnecting IT Systems: Presented by Al Borup

- Al Borup gave background information pertaining to requests for system interface standards, the current NWCG standard, and the need to provide better description of requirements and templates. Jon Skeels, ROSS Project Manager, requested guidance based on initiatives to interface various systems with ROSS. Preliminary guidelines were developed by the

IRMWT and approved as interim NWCG interface standards. Subsequently, the NIST 800-47 “Security Guide for Interconnecting Information Technology Systems” was reviewed and is recommended as a supplement to the existing NWCG guidance. The NIST 800-47 document explains and details the process for connecting IT systems. Al Borup developed an introduction and flowchart to graphically explain the process.

- **Actions:** *Al Borup will develop additional explanation for the process flowchart and further define terminology used in the NIST document such as “joint planning team”. The IRMWT recommends adoption of the NIST 800-47 document as a supplement to the existing NWCG standard. ROSS/IQCS will follow the process identified in the NIST 800-47 document. Gladys Crabtree will represent the IRMWT and coordinate/facilitate meetings with the ROSS/IQCS business leads and project managers. Al Borup will assist Gladys. Ken Reninger will participate in anticipation of a WildCAD/ROSS interface request. Recommendations will be completed by May 1, 2003 for presentation to NWCG at their May meeting.*
- **Action:** *Shari Shetler will submit a request to Jim Stumpf for an action agenda item at the May NWCG meeting for NWCG to approve NIST Interface Standards, either as a replacement, or to be used in conjunction with present NWCG direction. Shari Shetler will schedule an IRMWT conference call in mid April to review the current interface standard and incorporate the suggested NIST document as a supplement or replacement. Al Borup will make a 30-minute presentation to NWCG explaining the current standard and suggested modification as approved by the IRMWT.*

Wednesday, March 5, 2003

Comments on I-Suite Stabilization Project Charter: Developed by Mike Funston

- I-Suite Stabilization Project Charter does not specify “with minimum additions and changes”. Concern was expressed that there are not enough sideboards to ensure the stabilization of I-Suite as opposed to continued development. Several other edits were suggested and incorporated.
- **Action:** The IRMWT recommends the I-Suite Stabilization Project Charter to the IBPWT for presentation to NWCG with the inclusion of the suggested edits.

Comments on ICBS Re-engineering Project Charter: Developed by Mike Funston

- Several edits were suggested and incorporated.
- **Action:** The IRMWT recommends the ICBS Re-engineering Project Charter to the cache managers and the FEWT for presentation to NWCG with the inclusion of the suggested edits.

It was noted that Mike Funston’s editing contributions to both charters were substantial and added value.

Briefing to IRMWT on Jan, 2003 NWCG Meeting: Presented by Shari Shetler and Barry Mathias

- The draft NWCG minutes were reviewed with attention to IRM interest items. There is database system in development at NARTC by the Lessons Learned Center (Paula Natiaska)

that needs to be included in the Wildland Fire Applications Inventory. This database can be accessed through Wildfirelessons.net.

- **Action:** *Gladys Crabtree will contact Paula Natiaska and possibly arrange a presentation to the IRMWT.*
- There is a possible merger of the Fire Danger and Fire Weather Working Teams. Paul Schlobaum identified support issues pertaining to critical weather information systems and requested assistance from NWCG. The IRM-PMO contacted Paul following the NWCG meeting and suggested a short and long term strategy for improving weather system support. (See Status and Function of Integrated Fire Weather/Danger Systems IRMWTagenda topic)
- Russ Berry presented current status of NFPORS to NWCG. The presentation was high level and eluded some of the NWCG membership (especially the non-federal members) who were unaware of the project. There is no documented tie between NFPORS and the NWCG.
- The second day of the NWCG meeting was a combined meeting with the Canadian Interagency Fire Center. Several presentations were made on variety of international topics of mutual interest including the Nature Conservancy Fire Program; Canadian Incident Command System; History of US Fire Research; Strategic Plan for the Renewal of the Canadian Forest Fire Program; Firewise and Wildland Urban Interface; Canadian Fire Research; and signing of an international operations agreement between Idaho Governor Dirk Kempthorn and the Premier of Manitoba, Gary Doer.
- Al Jeffery (CIFC) asked for a brief ROSS update that facilitated distribution of updates of FFALC and NWCG IRM projects. Canada does not have centralized computerization. They have many of the same types of automated systems, however none are centralized and used nationally. Ann Krushel, Administrative Officer, (204-784-2030) is a good contact for identifying Canadian IT projects.
- There was additional discussion on Fire Occurrence Reporting Systems by NWCG. There is growing concern regarding disparate systems and a recognized need for standardized data among the NWCG membership. Kirk Rowdabaugh (NASF) said all 50 states have agreed on (11 to 13) data elements for inclusion in a fire occurrence reporting system. Someone from the State of Texas has taken these elements and is building a fire occurrence system for the states. The states would like to participate in a single, national effort involving all of their federal partners.
- **Action:** *The NWCG wants the IRMWT to charter a task group consisting of representatives (subject matter experts) from each federal agency (the federal fire directors will identify these SMEs) with state representation (identified by NASF representatives). The NWCG wants the chair of the IRMWT to coordinate the assembly of this group and work with them in an advisory capacity to develop a task group charter (with IRM-PMO assistance) under the IRMWT for the purpose of identifying the business requirements of a single fire occurrence reporting system. There are several fire occurrence reporting systems in use. These systems should be reviewed on the basis of gathering business requirements with recommendations for developing or adopting a single system coming from the task group.*
- **Action:** *Shari Shetler will identify corrections for Jim Stump in the draft NWCG minutes.*

Interagency Application (System) Support Strategy – Task Group Reformation: Presented by Mike Barrowcliff

- Handouts

PowerPoint slides

- Short-term system support strategy: Mike Barrowcliff reviewed the Interagency Application Support Strategy to date. A short-term strategy was developed for the ROSS Project. The short-term strategy involved IRMWT approval for contracting support through an RFP resulting in an award to User Technology Associates, a “help-desk” contractor based in Arlington, VA. This support organization is scalable, has worked well for the ROSS Project, and is being considered as a support (help desk) alternative by IQCS.
- Long-term vision: Mike Barrowcliff suggested reformation of the original task group to consider and make recommendations on a long-term interagency system support strategy. According to Mike, there is an opportunity to look at the long-term vision from the perspective of out-sourcing system support. Support organizations are no longer viewed as “inherently governmental” functions. Mike believes the time is right to re-form the task group and suggested the following objectives:
 - Define the issue
 - Define the scope
 - Define support alternative recommendations
 - Define short/long term strategy recommendations
- Suggested Task Group Nominations
 - Representative from BLM support staff – Ken Reninger will identify a person
 - Representative from USFS support staff – Mike Barrowcliff
 - Representative from PMO – Barry Mathias
 - Representative from Research – Cam Johnson will identify a person
 - Representative from IRMWT – David Potter
 - Representative from AVIATION – Rick Mills
 - Representative from each NWCG Project
 - FPA
 - IQCS
 - ROSS
- **Action:** *Mike Barrowcliff will lead the effort, organize a meeting, charter the task group, and bring recommendations from the group back to the IRMWT.*

NWCG IRM Glossary: Presentation by Allen Deitz

- Handout:
 - PowerPoint presentation and notes
- Allen Deitz presented a draft “NWCG Glossary of IRM Terminology” that also includes definitions of Project Management terms and Capital Planning and Investment Control (CPIC) terms that are now being used in conjunction with the development of IRM systems. The IRMWT agreed to be the steward of this glossary. This glossary will be maintained by the IRM-PMO repository manager and will be part of the NWCG repository. The IRM-PMO Staff and/or IRMWT members shall be the custodians of this glossary. Changes and additions to this glossary will occur through submittal and review by the IRMWT.
- IRMWT recommends this glossary as the standard for NWCG use. Once a term is approved and included in the glossary, it will become the standard for NWCG use.
- **Action:** *The IRMWT members will review this glossary and return edits and additions to Allen Deitz by May 16, 2003. Allen will forward a PDF copy of the glossary to Shari for distribution. Allen will send NWCG Glossary Entry Change Request form (Word Document)*

to Shari for distribution. This glossary will eventually be recommended to NWCG at one of their meetings as a standard.

NWCG Repository Needs Assessment and Strategy Planning Update: Presented by Allen Deitz

- Allen Deitz described the approach used by the contractor: Database Design Solutions, Inc. The needs assessment approach involved extensive interviewing of identified stakeholders, joint determination of meta-data beneficiary categories, meta-data beneficiary interviews, interview evaluations, and meta-data flow assessment.
- 70% of interviewees expressed the need for centralized access to information. Various types of meta-data were requested for inclusion in the repository: terminology/glossaries, data definitions, data storage, application interface documents and actual interfaces, data exchange information, data models, system development procedures and guidelines, identified fire related meta-data, NWCG standards and procedures, wildland fire applications inventory, access to agency corporate repositories, geo-spatial data clearing houses, NWCG application data and process models, NWCG strategic business model, etc., etc.
- Many accessibility issues were identified including: lack of centralized, electronic means of displaying corporate interagency information, lack of a centralized electronic collection mechanism for meta-data, lack of awareness of available meta-data in the interagency community, lack of a consolidated view for standards and procedures, etc., etc.
- Several solution objectives were identified including: design and implement a web portal presence that will attract and retain users, establish a framework to provide standard access to the NWCG Body of Knowledge, provide a flexible search facility capable of locating all sources relevant to search criteria.
- A phased solution strategy was recommended as follows: the contractor recommended that the following phases be executed on a six-month cycles. (One-year cycles are perhaps more realistic).
 - Phase 1: Enhance NWCG/PMO Website
 - Phase 2: Add additional information sources
 - Phase 3: Reassess the maturity to see what additional needs have evolved and select Repository Software
 - Phase 4: Implement Repository Software
(Phase 2 would be the time to address if agencies wanted to utilize the repository to house executable code for distribution.)
- NWCG Repository conclusions indicate that with a modest capital investment, NWCG can build and implement a meta-data solution that will be valuable not only to NWCG, but to the entire interagency wildland fire community.
- **Action:** *The IRMWT will continue request annual funding for a phased development of an NWCG repository. Allen Deitz will work with Shari Shetler to develop realistic budget proposals for phased development.*

Project Oversight Concept Model...Roles and Responsibilities: Presented by Allen Deitz

- Suggested Definitions

Oversight:	The act or process of overseeing
Oversee:	To survey or watch; to examine, inspect; to monitor

- Allen presented a pie chart showing various stakeholder interests in oversight of IRM initiatives. This concept helps to logically derive the chunks where different “organizations” have an “oversight” role. This model helps establish strategic goals and aligns with strategic players such as OMB.
- **Action:** *IRMWT requests that the IRM-PMO continue to develop this concept model with attention to various stakeholder roles and make recommendations at the next IRMWT meeting.*

FireCode System: Presented by Elyse Turkeltaub

- Elyse explained what the four-digit FireCode concept is and why it is deemed necessary by the Office of Wildland Fire Coordination. There have been several meetings to formulate inclusion of FireCode in wildland fire reporting systems. OWFC and USFS NFP is sponsoring/chartering this effort. This system is envisioned as a standalone application that will generate a fire number to be manually entered into other fire systems. It was originally thought that the National Incident Coordination Center (NICC) would run the program and assign FireCode numbers. However, it was pointed out that the NICC is not aware of, or involved in all wildland fires. Many State fires also exist outside the awareness of NICC. Many wildland fire systems would be affected by inclusion of FireCode data. These systems, and the ramifications of an additional data element need to be identified and addressed.
- There is a meeting tentatively scheduled for March 18-19, 2003. (Location, time, participants?)
- Jim Stires suggested the FireCode initiative may fit under NWCG, and if so, the appropriate business area is probably the Incident Business Practices Working Team (IBPWT) chaired by Tory Majors. Jim also indicated this may fall more directly under the purview of the Federal Fire and Aviation Leadership Council (FFALC).
- **Action:** *There was no action item generated from the discussion.*

Establishing Interagency Capital Planning Investment Control (CPIC) Policy within OMB Guidelines: Presented by Dan Rivers

- Dan Rivers reviewed the BLM, NWCG, and USFS current CPIC processes illustrating through process flow diagrams that the processes are nearly identical. Dan Rivers and Ken Reninger (BLM), Rob Holmes (USFS), Gladys Crabtree and Ed Delaney (NPS, and Barry Mathias (NWCG) have been exploring ways to commonize and streamline the process for the interagency wildland fire community. Efforts are on going. The CPIC process has recently surfaced in all agencies and is undergoing examination and change making it difficult to establish a single, interagency approach. Dan asked the IRMWT membership if further pursuit of a standard CPIC process that could be utilized by all interior agencies, the USFS, and both the DOI and USDA should be continued. The IRMWT would like these efforts to continue.
- **Action:** *Dan Rivers will continue to lead the effort and bring a proposal to pursue an Interagency Policy within OMB Guidelines to the next IRMWT meeting.*

Status and Function of Integrated Fire Weather/Danger Systems: Presented through a conference call by Paul Schlobaum (BLM-FDWT) and Patti Hiram (USFS)

- Paul Schlobaum reviewed the FDWT/FWWT proposed performance criteria presented to NWCG at their January meeting. The proposal identified the interoperability and inter-dependencies of several fire weather systems: ASCADS, WIMS, WFAS.
- Paul and Patti expressed the need to move these three systems into an NWCG product/system. There is an awkward relationship between the interagency working teams and agency “owned/maintained” systems. These systems are “owned/maintained” by different agencies and are linked through ASCADS. Ownership by different agencies potentially compromises their level of availability. There is a short-term need for common service level agreements. When any part of this fire weather/danger data access system fails firefighter safety may be compromised.
- Ken Reninger provided recent information relative to ASCADS suggesting that support for this system is greatly improved. Al Borup stated that all of the agreements surrounding the use and interoperability of these systems were informal and suggested the use of the NIST 800-47 interface document to firm support agreements. Mike Funston and Mike Barrowcliff agreed with this recommendation. It was suggested that identifications of all stakeholders for these systems was necessary. A questionnaire should be developed to query stakeholders and assess their satisfaction with the product and its availability.
- **Actions:** *Patti Hiram will take the lead. Stakeholders need to be identified and a questionnaire developed and distributed. An interim service level agreement needs to be developed. Al Borup will provide assistance in the form of guidance on the use of the NIST 800-47 document for interconnecting systems. Mike Barrowcliff will serve in an advisory capacity. Fred O'Farrell will represent BLM's interests. A questionnaire and work plan will be presented to the FD and FWWTs by May 9, 2003. Al Borup will send a copy of the NIST 800-47 document to Paul Schlobaum and Patti Hiram.*

Improved Aviation Systems Coordination with NWCG: Presented By Rick Mills, Office of Aircraft Services

- Handouts:
 - Interagency Aviation Information Technology Issues and Opportunities
 - Aviation Management Council Membership and committees
 - US Department of the Interior and US Department of Agriculture, Forest Service Aviation Management Council Charter.
- Rick Mills is the Chief of IRM for OAS. Rick provided a brief overview of the OAS mission. One of his tasks is to improve the relationship between DOI and USFS aviation. Rick identified the authority to coordinate and cooperate based on executive order. There is opportunity to reduce redundant applications. Rick proposed formalization of a relationship with the IRMWT and NWCG/FFALC. Rick would like access to the IRM-PMO and the use of NWCG standards. Fire related aviation systems are not included in the Wildland Fire Application Inventory. Respective organizations are not taking advantage of existing capabilities, e.g. adding aviation position requirements to IQCS. Rick cited one objective of formalizing a relationship is reduction in duplication of effort. The Aviation Management Committee (AMC) IRM group is interested in establishing a relationship with the IRMWT.

- **Actions:** *Jim Stires will advance an agenda item to explore the relationship between OAS and NWCG (or FFALC) as an agenda item for the May NWCG (or FFALC) meeting. Rick would like to see AMC IRM committee representation on the IRMWT with access to the PMO. The IRMWT supports AMC IRM participation and extended an invitation to Rick to attend future meetings. It was also suggested that the IRMWT open a dialog with the National Weather Service IT staff. Gladys Crabtree will issue an invitation to the NWS IT group to attend the next IRMWT meeting.*
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Thursday, March 6, 2003 Final Round-Robin Items and Comments:

Mike Funston speaking for Mike Barrowcliff: There will be a final follow-up meeting from the Las Vegas Workshop. Mike will be getting in touch with the planning group.

Mike Funston: There was a presentation about Wildfires.gov (a web site) by Flint Cheney at the Las Vegas workshop. Following the workshop, Mike did some work to get this effort channeled to the Fire Education Working Team through the USFS representative. Mike suggested Wildfires.gov should be considered as an NWCG sanctioned NIFC website. Mike suggested this should be considered a potential NWCG system and perhaps treated as a project. Mike suggests the technology platform should be determined through requirements definition. Mike identified the IRMWT's role as the same as with any other project.

Phil Murphy commented that the Wildfires.gov website was very useful in Colorado during the past fire season and endorsed the concept of centralization of information.

Allen Deitz received an announcement from Janelle Smith. Region 5 is having a fire web conference next week.

Cam Johnson said there is something out there called Frames where several applications are going to be moved. Cam will provide more information in June. Idaho and Montana are receiving large sums for fire research. There is little coordination between federal and state fire research efforts. The states can do whatever they choose with the money. Cam suggested contacting the states with suggestions for how that money can be best used. They are supposed to have close ties to the Missoula Fire Lab. Bob Keen is part of the FIRES project.

Mike Funston noted that Microsoft support for Windows 95 is being phased out. Mike suggests that all fire systems currently operating under Windows 95 should consider lack of support for this operating system.

Cam Johnson stated that there are very few problems with going from Windows 95 to Windows 2000. The USFS is going to XP within one year. Problems with XP are anticipated.

Al Borup said there is little information regarding operating systems in the Wildland Fire Applications Inventory. Only a few entries have been "validated".

Cam Johnson indicated the Landfire Project is progressing. The coarse scale maps will be modified and look different.

Phil Murphy learned a great deal from the Las Vegas meeting. Phil offered assistance in gathering more state participation at the next interagency workshop. Phil is going to the Western States Fire Managers Meeting and will address an agenda item: how to get information out to the other states.

Gladys Crabtree advanced an agenda item for the next IRMWT meeting: Exhibit 53, How should this be reported?

Elyse Turkeltaub appreciated the invitation and inclusion as a member of the IRMWT. She would like an IRMWT roster (and Elyse's name should be added to the list).

Barry Mathias noted several accomplishments in presentations at this meeting. This is one of the better IRMWT meetings evident through preparation. It is noteworthy that two project charters and supplemental interface standards were reviewed and recommended by the working team at this meeting. The IRMWT should identify a portion of a meeting to meet with Project Managers and Business Leads and discuss lessons learned. There is no clear hand-off between the current I-Suite team and the new team. **Action:** *The IRM-PMO working with the ISuite Stabilization and Support Project will develop a transition plan that can be used as a template in other similar circumstances.*

Ken Reninger suggested the next Interagency Fire IRM Workshop be coordinated by the DOI Wildland fire bureaus. The meeting went well and there is a good possibility that what BLM has done regarding CPIC can be of assistance to the other agencies. The fire community should keep a united front when dealing with the CPIC process. We should very quickly get information to the CIO's that we are addressing CPIC issues.

Action: *Allen Deitz and Barry Mathias will draft a letter to Department OCIOs requesting OCIO participation and membership on the IRMWT. The IRMWT and NWCG Chairs will sign this letter.*

Doug Stephen: It really helps to have Jim Stires (NWCG Liaison) here at the meeting.

Shari Shetler adjourned the meeting at 10:30 am.