



Information Resources Management Working Team (IRMWT)

Meeting Minutes

Boise, Idaho

March 16-18, 2004



Attendees

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

	Project Managers:
X	George Conley, IQCS
	Andy Gray, ICBS
	Dan Keller, FPA
	John Noneman, FPA
	Jon Skeels, ROSS, I-Suite Stabilization
	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	Jim Menhais, FireMAP
X	Natalie Wiklund, BLM-NIFC Network
X	John King, FS EA
X	Joe Frost, FS – GIS/GTG
X	Janis Reimer, BLM GIS/GTG
X	Tom Bobbe, USFS,
X	Paul Bradford, FS Remote Sensing

<i>Day 1 – March 17</i>	
1	<p>NWCG Meeting - Jim Stires/Alice Forbes</p> <p><i>Discussion:</i></p> <p>A. IRMWT Briefing and Overview – presented by Shari, Barry, Judy, Allen</p> <p>Topics included:</p> <ul style="list-style-type: none"> • GAO Report • IRM Strategy • CPIC • Fire Occurrence <ul style="list-style-type: none"> ▪ Agency SME’s will meet to develop a scheme to report on nine elements, with Don Galloway ▪ Business Requirements study – 6 months <ul style="list-style-type: none"> • SMEs will do business requirements study ▪ Business Leads – there will be two Business Leads <ul style="list-style-type: none"> • NASF will appoint a business lead • Federal agencies will appoint a business lead ▪ Project Manager – George Conley (this added responsibility should not adversely affect IQCS implementation). ▪ Agencies will cover travel costs ▪ Charter will be signed by NWCG Chair <p>B. Aviation Management Council Membership on IRMWT</p> <ul style="list-style-type: none"> • AMC will be a non-voting member. <p>C. Executive session regarding IRMWT –</p> <ul style="list-style-type: none"> ▪ Membership – There is concern regarding how the IRMWT has been working – unnecessary tension; need better balance between business and IRM. ▪ BLM representatives <ul style="list-style-type: none"> • Gary Bowers – voting member • John Gebhard – advisor • Shari Shetler – Chair – non-voting ▪ FS representatives <ul style="list-style-type: none"> • Line Officer – forest supervisor (3 invitations Jim Boyten, Bill Damen, _____) • Mike Funston - advisor <p>D. NWCG Liaison to IRMWT</p> <ul style="list-style-type: none"> • This is Jim Stires’ last IRMWT meeting. • Alice Forbes is the new NWCG liaison. <p><i>Action Items:</i></p> <ul style="list-style-type: none"> • None
2	Project Updates

	<p>ROSS – Barry Mathias</p> <ul style="list-style-type: none"> • ROSS Core Team meeting <ul style="list-style-type: none"> ▪ Working on improving speed and performance (servers, Oracle 9i) ▪ Testing next release – 2.1 • Conflict in 300 in actual cost being reported. Two reports with different costs. <ul style="list-style-type: none"> ▪ Managerial (Dept and FS mgmt, not project) decision – pulled maint & O&M Costs out of 300 • Network issues • Neal – need to raise issue of network access to ROSS users. • Strategy options to ensure CIO offices understand and respond to issues: <ol style="list-style-type: none"> 1. Add network monitoring/performance tools and include in user trailing how to determine where the problem is 2. Add log file that provides record of network performance 3. ROSS menu – problem escalation process in Help screen 4. Send annual letter to organizations providing network service asking if service is up to speed and reminder about importance of ROSS 5. Boiler-plate letters generated by O&M from fire directors to CIO organizations, sent every time the network escalation process fails to meet our needs. Provides auditable record to show where management has failed to respond. • We need to make sure that these organizations know what we need – a formal request • Need to identify bandwidth needs, speed and access requirements • DOI Enterprise services network (ESN) will be managed by commercial vendor. • From CDF perspective, bandwidth in ROSS is very important. We can get direct connectivity from CA to KC – what happens from there once it goes out on federal networks is a big concern.
	<p><i>Action Items:</i></p> <ul style="list-style-type: none"> • Barry – contact Bobby Swain to interface with ROSS project team and ESN to define metrics for project bandwidth needs.
	<p>ICBS</p> <ul style="list-style-type: none"> • Is funded, moving forward. (FS can only spend ¼ of budget in a quarter.) • Project team met with cache managers – good meeting. • Funding issues: <ul style="list-style-type: none"> ▪ USDA Reporting tool – Worklenz ▪ C&A Process <p>Unplanned costs should be addressed by the project and the managing partner.</p> <ul style="list-style-type: none"> • CPIC - USDA has made decision that ICBS is NOT a major project. <ul style="list-style-type: none"> ▪ Interagency project requirement is to meet needs to implement across all agencies ▪ If DOI places additional requirements on project, they should pay for it. ▪ <i>Will be discussed later in the agenda.</i>
	<p><i>Action Items:</i></p> <ul style="list-style-type: none"> • Present a briefing paper to NWCG at the May meeting. Tim H. will give it to DOI CIO. FS will forward through their CIO to USDA CIO.

	<p>ISUITE - Barry National Logistics Workshop – Computer Technical Specialist workgroup met ISuite/IBA are now recognized by this group as a nationally accepted initiative CTS efforts need to be affiliated with NWCG chartered projects CTS and Comm. Specs need standards for incident communications ISuite/IBA should establish standards. Project team has not accepted this responsibility due to scoping issues. Handoff should include infrastructure, training needs, etc. ISuite isn't the only user of IT. ISuite's use is limited to two units. Need input from other groups.</p>
	<p><i>Bin Item:</i> Identify group to work on incident standards, CTS</p>
	<p>PMO Update <i>Barry</i></p> <ul style="list-style-type: none"> ▪ Assisted in Landfire charter development ▪ Attended NWCG meeting ▪ NWFEASG Charter submitted to Phil Street for NFAEB agenda ▪ Attended FAMIT meeting ▪ Attended ROSS Core team meeting ▪ Attended NFP R&D Conference – how changes in IT processes (e.g. CPIC) may influence research ▪ Attended SMO Meeting ▪ Attended National Logistics Workshop ▪ For Tim Hartzel – provided definition of Business Lead (Proponent) <p><i>Al</i></p> <ul style="list-style-type: none"> ▪ Drafted an EA communication strategy ▪ Made arrangements for DOI EA validation meeting ▪ FPA symposium ▪ Disasterhelp.gov next week ▪ EAI – enterprise application integration <p><i>Judy</i></p> <ul style="list-style-type: none"> ▪ Data standards – ongoing, copies sent to IRMWT ▪ ROSS Catalog validation – involved DAWG business stewards ▪ Glossary – alignment of new NWCG data standard definitions with glossary ▪ Facilitated participation of Business & IT representatives for the DOI EA validation session. <p><i>Allen</i></p> <ul style="list-style-type: none"> ▪ NWCG Website – meeting with WTs ▪ IOS WT Glossary update, format, rules ▪ Records management processes
	<p><i>Bin Item</i> Reassess NWCG Repository needs – need performance measures to evaluate success and whether we are doing the right thing. Agencies have implemented EA repositories. Does PMO still need to establish and manage a repository.</p>

IQCS

- In implementation phase
 - Migrating SACS, FS Redcard Data
 - Training
- Equipment moved to NITC, Kansas City
 - Delayed due to Network access – policy and guidelines differences between USDA and DOI
 - End-user access is good, issues are related to developer access – disconnects several times a day
- Deliverables in next few months
 - C&A
 - ST&E – testing and evaluation will be completed
 - ROSS/IQCS interface – by end of March. Definition provided to ROSS. ROSS uses SSN to match ROSS/IQCS individuals – Dennis Watkins (BLM-NIFC Records Manager) will allow a one-time data transfer with SSN; after that an IQCS Person ID will be used for data exchange. ROSS is ready.
- Staffing issues –
 - O&M positions- 2 BLM detailed employees were extended for 1 year.
 - George will work with John G. to identify and resolve long-term O&M needs.
 - DBA position is filled by contractor until end of this FY. A full-time BLM employee may be used after that time. George will identify skills necessary. Will require 6 months ramp-up
 - Help Desk – will require 4 weeks of ramp-up time for level 1 support. 4 months for level 2 support.
 - System Administration – will require 6 months ramp-up
 - Security clearances may require additional time
 - Contractors are starting to exit. DBA will be vacant for 2 weeks.
- Budget performance
 - On track
- Sunset of other systems
 - SACS IQCS – June 2004 (O&M cost savings but not total shut-down due to shared applications)
 - Redcard – No more users end of June, won't shut down until end of year (\$70,000 per year O&M savings)
- Non-Federal Qualifications
 - Some states that are currently on FS Redcard System will transition to State IQS
 - Non-federal organizations – need agreements between NWCG and external organizations, due to privacy data. Should not accept non-federal organizations.
 - NASF will wait until after implementation to consider migration. Agreements between states and NWCG will need to be made.

	<p>FPA</p> <ul style="list-style-type: none"> • Mike Barrowcliff, John Noneman, and John Gebhard are engaged in preliminary discussions on O&M requirements. • FPA wants infrastructure hosting decision by the end of this month.
3	<p>NWCG Website - Allen Deitz</p> <ul style="list-style-type: none"> • Current links to projects from IRMWT/PMO page – IQCS, ROSS, ISuite, FPA • New request to link to LandFire • What projects should we be linking to? Who decides? And when? <p><i>Discussion:</i></p> <ul style="list-style-type: none"> ▪ NWCG system inventory provides information for NWCG and non-NWCG systems ▪ Need to protect what goes under the NWCG logo ▪ LandFire is not NWCG or NFAEB, but charter indicates it will adhere to NWCG standards – link should appear. <ul style="list-style-type: none"> • Criteria: <ul style="list-style-type: none"> ▪ Charter signed by NWCG, NFAEB ▪ Or Approved by IRMWT <p><i>Action Items:</i></p> <ul style="list-style-type: none"> • Review NWCG Project/System Web links at each meeting
4	<p>AWIPS Charter - Heath Hockenberry</p> <p><i>Overview:</i></p> <ul style="list-style-type: none"> • AWIPS – Program/system to display weather data used by NWS for warnings and forecasts • Provides real-time grid data used by multiple systems • FX-Net – provides access to AWIPS products • NWS AWIPS = four T1 lines; PC-AWIPS = ¼ T1 line • PC-AWIPS installed at various GACCs <p><i>Discussion:</i></p> <ul style="list-style-type: none"> • Charter is good way to start discussion; we may not be ready for us to make a decision right now. Some statements in charter need to be validated. There are issues need to be resolved; and contact with business community need to be made. • Tim Quinn is no longer in FS organization • Partnership between NWCG and NWS? National Predictive Services Group is not part of NWCG. • Perception is that USFS is providing duplicative services as NWS <p><i>Action Items:</i></p> <ul style="list-style-type: none"> • Submit proposed change to NWCG charter guidelines: <ul style="list-style-type: none"> ▪ a deliverable for an O&M Hand-off plan, with concurrence with O&M staff ▪ OMB 300 and C&A ▪ Data standards • Send to Barry by March 26. PMO will bring updated guidelines to next meeting • Identify issues with AWIPS charter – send to Shari by March 26.

<p>5</p>	<p>LANDFIRE Charter – Cam Johnston</p> <p><i>Discussion:</i></p> <ul style="list-style-type: none"> • Thanks to Barry for helping with chartering group • Will follow NWCG guidelines throughout project • WFLC <ul style="list-style-type: none"> ▪ Reduced charter to executive summary ▪ Accelerated timeframe with no increase in budget ▪ Gave verbal approval to proceed with shorter timeframe ▪ Conference call with Lynn Scarlett tomorrow to discuss Friday WFLC meeting <ul style="list-style-type: none"> • To recommend signing charter • Issue paper to WFLC <ul style="list-style-type: none"> ○ Includes revised budget with accelerated timeframe +\$7m for 05 ○ Can we collect enough plot data • Executive oversight committee reduced from 12 to 7 people <ul style="list-style-type: none"> ▪ FS Staff person – recommendation Chair Geospatial tech committee • Two Business Leads <ul style="list-style-type: none"> ▪ DOI – based out of WO ▪ FS – western U.S.(?) <p><i>Action Items:</i></p> <ul style="list-style-type: none"> • Get copy of Issue Paper to IRMWT. Memo from IRMWT to identify concerns of IRMWT. IRMWT needs to let WFLC know that charter changes affect the probable success of the project.
<p>6</p>	<p>LANDSAT White Paper - Effects of the Scan Line Corrector on LandFire & MRLC - Susan Goodman</p> <p><i>Discussion:</i></p> <ul style="list-style-type: none"> • USGS meeting last week on status of LandSat 5. • There are plans to solve the problems. USGS will give recommendations to Congress. • Meeting planned in Denver to give the same presentation to users • Potential problem that the satellite will not be in place to provide data • Existing Landsat 5 will only be in orbit for 2-3 years • Udall Remote Sensing Bill – suggests the Fire should go under Homeland Security <p><i>Action Items:</i></p> <ul style="list-style-type: none"> • None

7	<p>GTG Workgroup Charters - Susan Goodman</p> <p><i>Discussion:</i></p> <ul style="list-style-type: none"> • GSTOP Charter <ul style="list-style-type: none"> ▪ Charter should go through the business community, IOS Working Team. Signed by NWCG Chair and Managing Partner. ▪ Susan should be Business Lead ▪ Stakeholders are: <ul style="list-style-type: none"> • IOS Working Team • IRM Working Team • Receiving Business Units who take ownership after the fire team leaves ▪ Deliverables <ul style="list-style-type: none"> • O&M Roles and Responsibilities • Change Management Procedures ▪ This SOP product. as well as other NWCG publications, will used by the IBA team, in Phase 2 in determining business requirements. ▪ Need funding – external to NWCG budget. Not an IRMWT issue. Additional Costs are primarily for travel, facilitator, and supplies. Each agency pays. NWCG split should be used for State employes. Or agencies can put it in 05 budget. ▪ Need to show affiliation to NARA. National archive project to standardize fire records. ▪ FWS may be managing agency ▪ No CPIC, C&A requirements ▪ Executive Committee – should be made up of Business representatives ▪ GTG would be in technical advisory role <p><i>Action Items:</i></p> <ul style="list-style-type: none"> • Send comments on Charter to Susan by 3/26/2004. cc: IRMWT
8	<p>Geospatial Training Advisory Group</p> <ul style="list-style-type: none"> • Has this gone through the Training WT? Not yet. Gone through IOSWT? No. • This is an interim charter. Susan asked that GTAG be placed under the GTG for guidance and structure until it can be placed under TWT. Ultimately, the group should be chartered under IOSWT, with GTG liaison as technical advisor. • TWT will not take any positions that are not an ICS position. GIST is currently under Technical Specialist. Issue paper recommending GIST as an ICS position is being written. • IOSWT is redefining ICS vs. Technical Specialist vs. Support. GIST is a good candidate for Support group. There will be position descriptions, but TWT will not maintain training for non-ICS positions. • Placing GTAG under IRMWT/GTG needs to be a management endorsed strategy (executive session of NWCG) to deal with a problem. • IRMWT was supposed to submit a request to the TWT, hasn't been done. • Every working team sends training through the TWT. • Add more information about membership, roles, responsibilities

	<p><i>Action Items:</i></p> <p>Send white paper and charter with cover memo from the IRMWT Chair and GTG Chair to NWCG</p> <p>Send comments on charter to Susan by 3/26/2004. cc: IRMWT</p> <p>Susan will send White Paper to IRMWT by March 31 – comments to Susan by April 5.</p> <p>Send NWCG Agenda decisional item to Alice by April 9.</p>
9	<p>Fire Occurrence - Barry Mathias</p> <p><i>Discussion:</i></p> <ul style="list-style-type: none"> • Adhoc meetings – <ul style="list-style-type: none"> ▪ Business Lead not confirmed (Susan Goodman has volunteered.) ▪ George Conley is Project Manager. Cannot interfere with IQCS project. ▪ Resources will be identified by Executive Board ▪ Steering group made up of business person. Business Lead will serve as liaison to the steering group. ▪ Six-month Study (beginning when Charter is signed) <ul style="list-style-type: none"> • End of April – 2-3 day kick-off • 1-4 weeks – develop charter, identify deliverables, project plan to complete the business requirements study • June – IRMWT → NWCG sign charter ▪ NPS will provide funding ▪ Business Requirements Analyst – Michelle Tay ▪ Three criteria for Study Group meetings: <ul style="list-style-type: none"> • Sufficient notice to ensure people can attend • Advance documentation so people can do their homework • Geographically diverse participation / consider dispersed meeting locations <p><i>Action Items:</i></p> <ul style="list-style-type: none"> • Change NWCG notes that say no additional funding will be required. • Business representatives need to be committed to meet the timelines.
10	<p>DisasterHelp.gov - Allen Deitz</p> <p><i>Information Item:</i></p> <ul style="list-style-type: none"> • Meeting set up for next week in Washington D.C. Allen, Al, Barry, Greg Gollberg, Barbara LeCuer (sp?), Mike Funston. • Mike Funston is only person who submitted questions/issues regarding Disasterhelp.gov
11	<p>CPIC Process – Mike Funston</p> <p><i>Discussion:</i></p> <ul style="list-style-type: none"> • This is an NWCG action item. Need to provide a report at the next NWCG meeting. <p><i>Action Items:</i></p> <ul style="list-style-type: none"> • Mike Funston will go over contractor report with Jon Foster. Mike & Elyse will be working on it.
12	<p>Criteria for NWCG Systems -Mike Funston</p> <ul style="list-style-type: none"> • <i>This agenda item was tabled; no quorum due to DOI Internet shutdown.</i>

13	<p>Breakout Groups to work on the following topics – leads identified:</p> <ul style="list-style-type: none"> • Managing Partner – David Potter <ul style="list-style-type: none"> ▪ Definition ▪ Responsibilities ▪ Interagency ties ▪ How does it relate to IRMWT • IRMWT Charter - Phil Murphy <ul style="list-style-type: none"> ▪ Membership ▪ Project Oversight <p><i>This agenda item was tabled due to DOI Internet shutdown.</i></p> <p><i>Bin Items:</i></p> <ul style="list-style-type: none"> • Compare PMO charter with new IRMWT Charter
Day 2 – March 17	
14	<p>Implementation of New Data Standards in NWCG Systems - Judy Crosby</p> <p><i>Discussion:</i></p> <ul style="list-style-type: none"> • Clarified that existing NWCG systems are not expected to immediately implement new data standards. Standards are to-be; should be in change strategy for implementation in the future. • DAWG should identify criteria for candidate NWCG standards. • We adopt already-existing standards for non-fire data elements (e.g. Date and Country Code). • NWCG projects should do an analysis of their data sets and start proposing standards. • We are focusing on interface data of current NWCG initiatives; developing standards as we go – business driven based on enterprise view. Projects are focused on their specific scope; not the enterprise view. • Interface with non-fire systems will need to be considered in WFEA • All NWCG projects should publish technical details of it’s data (data dictionaries). These are not standards, but are available as a reference. <ul style="list-style-type: none"> ▪ Need to make project data dictionaries available upon completion of implementation phase. ▪ Need to define data dictionary. <p><i>Action Items:</i></p> <ul style="list-style-type: none"> • NWFEASG - Ensure strategy for data standards is included in EA project. • Judy - Establish criteria for candidate data standards. • Shari - IRMWT will ask the PMO to collect data documentation from projects as it exists, and for subsequent releases.

15	<p>Concern was raised regarding published standards that don't have sound system of record or that is outside the control of NWCG.</p> <ul style="list-style-type: none"> • Pocket Cards (Fire Family +) • Fire Code • Unit IDs • Should IRMWT look at systems to make sure they are viable? • Everything used by the Wildland fire community does not need to fall under NWCG • CPIC process ensures that SLAs are in place
	<p><i>Action Items:</i></p> <ul style="list-style-type: none"> • Allen & AI – Obtain copy of SLAs for NWCG repository from system owners. • IRMWT will draft letter for NWCG to request WTs to provide PMO with a list of applications used to support their business areas.
16	<p>Fire Code/Unit ID Interfaces - AI Borup</p> <p><i>Discussion:</i></p> <ul style="list-style-type: none"> • Email messages regarding FireCode/ROSS interface skirt the established process for interfacing with an NWCG system. IRMWT approved the process. WT members should be aware of the process and direct their project managers to follow the process. Guideline is available on the PMO website. AI Borup will be point-of-contact for process. • This leads to larger issue – how to deal with interfaces. Host sites are looking into hardware/software interface. We need the processes and decision criteria. • It makes sense to address Enterprise Application Interface (EAI) as a single solution instead of addressing each interface need individually. It is an enterprise infrastructure project, not a business project. • Should the next NWCG project include EAI in its scope? No -- there are O&M concerns because the interface demands will be a continuing need and extend beyond the scope of the project. • Host sites are looking into EAI solutions. We need to know what they are doing. <p><i>Action Items:</i></p> <ul style="list-style-type: none"> • Mike Barrowcliff - Do preliminary analysis for a business case. Look into what host sites are doing. (AI Borup/ Glad /David P. / Mike B. / John Gebhard). Update at June meeting. • Recommendation to ROSS and FireCode to contact AI Borup for Interface guidance.

17	<p>SMO Update - Mike Funston, Barry Mathias, Gary Bowers</p> <p><i>Discussion:</i></p> <ul style="list-style-type: none"> • Misunderstanding of terms – System Management Organization vs. System Management function • Jon Skeels has input from meeting. • FS doesn't think IRMWT recommendations should be oriented toward organizational and/or personnel management decisions • Need to formalize group; need to keep meeting as a task group under IRMWT. Coordination between project managers and SMOs is needed. PMs and System Managers need incentive to get together. • Need to work on performance standards and hold organizations accountable to standards and SLAs • Project charters need to direct PMs to make contact with the appropriate group for system management decisions. • System management criteria needs to be defined for NWCG systems. • Need to make sure that system decisions meet the needs of the interagency community; not just fit within the infrastructure of the managing partner • Managing partner may have control over some decisions, but some may need to go through NWCG. • Need to resolve managing partner, system owner issues. Need to define terms, roles, responsibilities • OMB investment management process may dictate how decisions are made. <p><i>Action Items:</i></p> <ul style="list-style-type: none"> • Mike B. & John Gebhard will report where they think this should go. Report at next meeting.
18	<p>Review Final GAO Recommendations – Geospatial Technologies</p> <p><i>Discussion:</i></p> <ul style="list-style-type: none"> • Need to report progress by May 2004 • Initially GIS-related, but includes integration of geospatial technology into the overall wildland fire strategy and enterprise architecture; needs to be coordinated between all responsible parties <p>1. Charter an interagency steering group to provide guidance for creation and maintenance of a Wildland Fire Enterprise Architecture (2b, c)</p> <ul style="list-style-type: none"> • <i>Deliverable:</i> <ul style="list-style-type: none"> • NWFEASG Charter • <i>Action:</i> <ul style="list-style-type: none"> • June 2004 – Deliver signed charter - Barry Mathias

	<p>2. Charter an interagency Wildland Fire Geospatial Technical Advisory Group consisting of Wildland Fire Geospatial Coordinators from each wildland fire agency (1a)</p> <ul style="list-style-type: none"> • <i>Deliverable 1:</i> <ul style="list-style-type: none"> • WFGTAG Charter • <i>Action:</i> <ul style="list-style-type: none"> • May 7 – Susan, Joe, Janis will submit draft to IRMWT & WFEASG. PMO should be involved in development of charter. • May 19 – Comments to Susan • June 1 - Charter will be submitted to NWCG. (With special request for consideration outside regular meeting schedule.) • June 30 – NWCG signs charter 						
	<ul style="list-style-type: none"> • <i>Deliverable 2:</i> <ul style="list-style-type: none"> • Designation of Agency WF Geospatial Coordinator (member of WFGTAG) • <i>Action:</i> <ul style="list-style-type: none"> • May 7 – Susan will send roles/responsibilities for Wildland Fire Geospatial Coordinator (WFGC). IRMWT should send comments to Susan. • May 15 - Shari will write a letter to IRMWT members asking them to facilitate designation of a national agency WFGC. • June 30 – WFGC membership confirmed. 						
	<p>3. Charter a project to establish the interagency wildland fire enterprise architecture with the following components: (2b).</p> <p>The two teams will work in parallel, but in concert:</p> <table border="1" data-bbox="302 1066 1430 1362"> <thead> <tr> <th data-bbox="302 1066 760 1104">Team 1 (EASG Domain)</th> <th data-bbox="760 1066 1430 1104">Team 2 (IRMWT Domain)</th> </tr> </thead> <tbody> <tr> <td data-bbox="302 1104 760 1251">Establish the interagency wildland fire As-Is Architecture. Includes wildland fire geospatial.</td> <td data-bbox="760 1104 1430 1251">Interagency Wildland Fire IRM Strategy – vision, mission, and high-level strategic initiatives. Includes wildland fire geospatial.</td> </tr> <tr> <td data-bbox="302 1251 760 1362">Establish the interagency wildland fire To-Be Architecture. Includes wildland fire geospatial.</td> <td data-bbox="760 1251 1430 1362">Interagency Wildland Fire IRM Strategic Plan. Includes wildland fire geospatial.</td> </tr> </tbody> </table> <ul style="list-style-type: none"> • <i>Action:</i> <ul style="list-style-type: none"> • March 25 – Agenda item for NWFEASG meeting. Discuss Strategies & Strategic Plans. Provide results of discussion to IRMWT chair. • June 2004 - Chairs of NWFEASG & IRMWT will draft project charter 	Team 1 (EASG Domain)	Team 2 (IRMWT Domain)	Establish the interagency wildland fire As-Is Architecture. Includes wildland fire geospatial.	Interagency Wildland Fire IRM Strategy – vision, mission, and high-level strategic initiatives. Includes wildland fire geospatial.	Establish the interagency wildland fire To-Be Architecture. Includes wildland fire geospatial.	Interagency Wildland Fire IRM Strategic Plan. Includes wildland fire geospatial.
Team 1 (EASG Domain)	Team 2 (IRMWT Domain)						
Establish the interagency wildland fire As-Is Architecture. Includes wildland fire geospatial.	Interagency Wildland Fire IRM Strategy – vision, mission, and high-level strategic initiatives. Includes wildland fire geospatial.						
Establish the interagency wildland fire To-Be Architecture. Includes wildland fire geospatial.	Interagency Wildland Fire IRM Strategic Plan. Includes wildland fire geospatial.						
	<p>4. Charter, plan, and execute projects to develop, design and implement the actions identified in the overarching interagency IRM strategic plan which incorporates the geospatial strategic plan. (1b, 2a,b,d)</p> <ul style="list-style-type: none"> • <i>Deliverable:</i> <ul style="list-style-type: none"> • Project Charters • <i>Action:</i> <ul style="list-style-type: none"> • June 2004 - IRMWT – Document the structure that provides continued oversight for projects. Mike Funston will provide document to Shari by May 15. 						

	<p>5. Ensure all above are incorporated into agency IRM including agency enterprise architecture (1c)</p> <ul style="list-style-type: none"> • <i>Deliverable:</i> <ul style="list-style-type: none"> • WFGTAG ensures alignment of GIS with agencies geospatial • <i>Action:</i> <ul style="list-style-type: none"> • <Date> - NWFEASG will develop procedures, roles, and responsibilities to ensure coordination between the WFEA and department/agency architectures in the EA management plan. EA Configuration Management Plan.
	<p>6. Ensure EA incorporates E-Gov act requirements and FGDC standards for geographic data (2e)</p> <ul style="list-style-type: none"> • <i>Deliverable:</i> <ul style="list-style-type: none"> • 300b require relationship to any E-Gov initiatives • EA will include E-Gov in knowledge discover in charter • Data standards will comply with FGDC standards 2. <i>Action:</i> <ul style="list-style-type: none"> • Include language in charter to develop the EA (3. above)
	<p>7. Identify the roles, responsibilities, and relationships between the NWFEA and the various wildland fire and IRM organizations including the Office of Wildland Fire Coordination, NFP, NWG, Agency Fire Programs, and the Departmental and Agency CIOs</p> <ul style="list-style-type: none"> • <i>Deliverable:</i> <ul style="list-style-type: none"> • An item within the IRM Strategic Plan (3. above) • <i>Action:</i> <ul style="list-style-type: none"> • June 2004 Meeting- IRMWT - identify roles/relationships from IRMWT perspective. • Barry - Invite EASG to work together at June 2004 IRMWT meeting in Boise • <Date> - NWFEASG - identify roles/relationships from WF enterprise perspective
Day 3 – March 18	
20	NWFEASG Charter – Barry Mathias
	<p><i>Discussion:</i></p> <ul style="list-style-type: none"> • Presented charter to NFAEB • Recommendations on how to present charter to WFLC: <ul style="list-style-type: none"> ▪ Make NWCG the action agent ▪ Still chartered under WFLC, but responsible under NWCG ▪ Send to Sue Vap for distribution to EB ▪ Sue will send briefing paper format for WFLC agenda ▪ Barry will send to Sue ▪ Sue will give to Alice → Corbin → WFLC
	<p><i>Action Items:</i></p> <ul style="list-style-type: none"> • Barry - Submit WFLC Briefing Paper to Sue Vap to get NWFEASG Charter on the next WFLC meeting agenda.
21	Next Meeting

	<ul style="list-style-type: none"> • Criteria for NWCG Systems • Managing Partner – send handouts for review before meeting • IRMWT Charter – send handouts for review before meeting • PMO Charter – Mike will send his proposed edits • CPIC Update – Mike F. • Post-deployment Review Document – Mike Funston • Communication Protocol for Projects, Business Leads, IRMWT, PMO <ul style="list-style-type: none"> ▪ Immediate need • Identify group to work on incident standards, CTSP position <ul style="list-style-type: none"> ▪ Any IRM standards the CTSP teaches needs to be cataloged and approved through the normal process. ▪ IOS WT should send it to IRMWT for concurrence. ▪ Talk to Barry • IRMWT Relationships (distribute context diagram prior to meeting)
22	<p>DOI EA Review & Validation</p> <p><i>Discussion:</i></p> <ul style="list-style-type: none"> • Short notice has limited the involvement by the wildland fire community. • This is a DOI effort; they have an ambitious timeframe to produce a blueprint. PMO serves as the point-of-contact for the Interior Business Architecture (IBAT) to assist DOI in their EA initiatives. PMO has a similar role with the FS EA staff. • Need to define the relationship between IRMWT and NWFEEASG. This should be covered when IRMWT completes the roles/responsibilities exercise. <p><i>Action Items:</i></p> <ul style="list-style-type: none"> • None
23	<p>Follow-up to San Diego meeting:</p> <ul style="list-style-type: none"> • Edits to minutes <ul style="list-style-type: none"> ▪ Add Dave Milbrat to information members for IQCS ▪ SMO Organization. Did directors ask for presentation on SMO? Yes, Rick Jensen’s IQCS presentation to Management regarding systems management. Interior fire directors asked Barry to give presentation. Business Leads and Project managers should not go to fire directors for decisions on IRM issues. The IRMWT should be doing it. It is a protocol issue that needs to be addressed. <p><i>Action:</i></p> <ul style="list-style-type: none"> ▪ By March 31 - Mike Funston will send edits to notes to Shari

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Round Robin

Phil –

- I am the IRMWT liaison to ICBS project team – what are IRMWT expectations? Requested by project team
- Attending _____ meeting next week.

• Steve –

- Attending NE Area Fire Supervisors Meeting in June

• Mike F.

- FS CPIC group meeting – is considering a strategic IRM plan divides FS domain into 13 groups – one is Fire Management Information. Associate each chunk with a chair and steering group, Director of F&A Management. Steering group is NFAEB. This is controversial. Not coordinated with USDA.
 - Identifies goals for data & IT investments
 - Blends into WF CIO Council concept

• Susan

- GTG meeting next month April 22
- Send suggestions regarding GTG role as tech advisor to LandFire to Susan.
- GTAG – this week’s decision by IRMWT is appropriate.

• Mike B

- Fire Weather meeting in April – looking at requirements, alignment of SLAs

• Cam

- Barry was helpful in developing LandFire charter.
- Looking forward to GTG meeting
- Will not attend June meeting

• Jim

- Looking forward to a decision on LandFire

• Alice

• Allen

• Judy

• Gary

• Shari

- Thanks to Mike for inviting FS people to participate
- Reschedule of October meeting
 - Monday, September 27 (1:00) – Wednesday, September 30 (12:00) in Boise (last week of fiscal year – need to obligate money ahead of time). Need to end by Thursday afternoon, so no travel on Oct. 1

Other comments:

- Good meeting facility! (Plaza Suite Hotel)
- Next meeting is at the Training Building at NIFC.