Information Resources Management Working Team (IRMWT)

Meeting Minutes
Boise, ID
October 21, 2003

Attendees

Members:
☑ Andrea Olson, USFWS Member
☑ Cam Johnson, USFS Research Member
☑ David Potter, BIA Member
☑ Gladys Grabtree, NPS Member
☑ Jim Stires, NWCG Liaison
☑ Mike Funston, USFS Member
☑ Philip Murphy, Western States Rep
☑ Shari Shetler, BLM Member and Chair
☑ Steve Westin, Eastern States Rep

PMO:
☑ Al Borup, Application Architect
☑ Allen Deitz, Repository Manager
☑ Barry Mathias, PMO Lead
☑ Judy Crosby, Data Architect

Project Managers:
☑ George Conley, IQCS
☐ Andy Gray, ICBS
☐ Dan Keller, FPA
☐ John Noneman, FPA
☐ Jon Skeels, ROSS

Business Leads:
☑ Gardner Ferry, FPA
☐ Mary A Szymoniak, I-Suite Stabilization
☐ Neal Hitchcock, ROSS, ICBS
☐ Rick Jensen, IQCS
☐ Tory Majors, Fire Code

Advisors:
☐ Dan Stoltz, USDA OCIO
☐ Dan Rivers, BLM SCO
☑ Doug Stephen, NPS
☑ Elyse Turkeltaub, DOI OWFC
☑ Dave Goldemberg, CDF
☐ Joe Frost, GTG
☐ John Gebhard, BLM
☐ Gary Bowers, BLM
☑ Mike Barrowcliff, USFS
☑ Susan Goodman, GTG Chair
☑ Ken Reninger

Guests:
☑ Greg Gollburg
☑ John Fend
☑ Natalie Wiklund
☑ Greg Jensen
☑ John Noneman
☑ Don Lee
☑ Margie Dickerson

<u>Overview of NWCG meeting</u>

- Would like the IRMWT to give an overview of where we are with the draft Strategic Plan
- Interagency Capital Investment planning
- Inventory of Existing Systems
- Fire Statistics
  - IRMWT/PMO work out differences
  - Come to the parent group with a consensus on the recommendation

    - Cost and Timeline for the recommendation
    - Jim Smalley mentioned that NFPA should be involved
    - National Fire Protection Association
- Aviation Management Team – would like a recommendation from the IRMWT – Will be on the January agenda.
- Should have a state representative on the Aviation Management Team
- Consideration of new members for the IRMWT
    - Each member of the parent group would bring nominations (1 from IT community and one from mid to upper level management) for the IRMWT
    - Fire management presence
- At WFLC meeting – Landfire presentation – purpose to get consensus that it is an interagency project with funding, etc.
    - This is going to be staffed out by Tim Hartzell and Corbin Newman
    - Push right down to the executive board – old FFALC – Jim's recommendation to Tim Hartzell
    - Jim would like to see it end up under the executive board – not really a NWCG issue
    - Jim thinks it should be run like FPA

ACTION(s): We need to change the IRMWT and PMO Charter to reflect the new membership structure and incorporate responsibility for the Executive Board automation projects. After January meeting.

Project Updates and SCO Findings

- Barry would like to change the NWCG project status form to be identical to the form required by the SCO except for the cover sheet. This will facilitate the project reporting by the project managers. Barry will bring this in for review at the next meeting.
- This is an OMB form with a BLM cover sheet

ROSS – September 30

- Recounts the summer and some of the lessons learned
- They have had a very difficult summer implementing this project
- Most folks in expanded dispatch center had no training on the automated system
    - Most problems were people problems, not product problems
    - Some product problems that are being addressed
    - Subject Matter Experts were out all of the time supporting the application – over 1000 hours
    - There was a meeting here with all of the Geographic Coordinators to assess what to do. Gerry Day organized the meeting. Tremendous commitment from the Geographic Areas to work though this.
    - It was very close to being stopped.
    - They had some system failures
    - See Jon's status report for details on how he proceeded through the fire season using suppression funds for renting a platform to get through fire season.
    - Theoretically, you could temporarily spin up a hot site using suppression funds during fire season
    - Forest Service stopped all spending that affected their ability to support the system.

        - The money that is allocated for these system, the agencies still have enough clout to affect these projects.
    - Proceeding with the next release of the software.
    - Continued with SME and contract support
- As a result of ROSS, we had a decrease in the need for expanded dispatch
- Overall impression is that it is going to work in the hands of a trained dispatch
- Budget
    - We are in trouble for 2004
    - ROSS budget approved is $660K less that what they have requested to meet targets for this fiscal year.
    - USFS is committed to cover that shortfall.
    - Would expect to see an impact on some other USFS lead NWCG projects. E.g. ICBS or Incident Business Automation

<u>I-Suite/ICBS</u>

- Both report to Marianne Szymoniak and Jon Skeels
- Transition to the new Board from the old.
- Funding is an issues – under a CR – Therefore not much movement
- Full requested amount in FY04 was approved through the CPIC process
    - I-SUITE
        - Continue to provide O&M support – operations and maintenance
        - IBA requirements analysis
        - Stabilization

<u>ICBS</u>

- No funds as yet based on CR – however has been approved at the requested level
- Vision – concerns
    - This vision should be 3 to 5 years out
    - Don't be constrained by our world today

ACTION(s): Need to provide comments on ICBS Vision Statement

<u>IQCS</u>

- Completed User Acceptance Testing
- Very successful – received many comments
- Look and Fees is entirely different from the existing system
- They liked the new way
- Analyzing what needs to be done to go forward
- Business Leads will prioritize what needs to be done
- We had the training community, account managers and certifying officials participation
- Next week starts the field testing
- They will have training
- This training center will be training the training manuals
- In January will train the account managers and conduct the train the trainer sessions
- When we are using COTS packages, it is impossible to keep the look and feel exactly like other projects.

- It is possible to come up with some basic similarity like Windows based.

FPA
- Gardner will be here this afternoon
- Dan Keller doing a great job at producing reports and keeping us informed

NITC/NBC Connectivity
- Jim Stires wrote a letter to the NITC and NBC to get a connection between the two centers
- We have been working on this for a couple of years
- Barry reviewed and distributed some information regarding the background of this
- ROSS recommended that there be three types of access:
  - Federal Network Access
  - Internet Access
  - Modem Access
- Cost is estimated between $12K and $25K per year
- Steve Simon is recommending another potential solution

DAWG
- Have a bunch of pending proposals to send out for review
- Received an issue paper from the GTG regarding GIS data standards
  - Working with Joe Frost who is the GTG Data Steward
- Working with Unit ID regarding system of record issues
- Allen working with IOSWT on updating the NWCG glossary
- There are some lessons learned from these projects
  - There are some defacto data standards being established
  - They need to work more closely with the DAWG to formally establish those standards

Unit ID
- Wrote a letter for NWCG to sign which will establish the Unit ID system as a system of record.
- This is a method to provide an authentic list of Unit Identifiers.
- Not all GACC's have had the time to work on their list of Unit Identifers
- This is an interim fix
- Started with an .rtf file, then went to a spreadsheet, now we have moved to an Oracle database with web access.
- Distributed an implementation plan
- Get comments to Judy regarding the implementation plan including what information you need in order to go forward with this system

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PMO Status Report
- Allen distributed the PMO Annual Accomplishment report
- Mike F. requested the Annual Work Plan for the PMO for FY2004

FRAMES

- Trying to address the issue of technology transfer
- Focused on the creation and distribution of tools
- Definition of tool is just about anything that can be digitized
- Some tools are products in themselves
- Trying to provide a mechanism to provide a gateway website
- FRAMES is predicated on the expansion of spatial information and the proliferation of websites.
- Trying to bring this all together into one place
- Have representation from all of the land management agencies, have state representatives USFS, Nature Conservancy
- Wants information on how to navigate through the processes of NWCG
- www.frames.gov
- Sponsored by the firelab in Missoula
- Obtain some seed money from Missoula
- Some from John Szymoniak
- Getting earmark funding through the Interior appropriation bill
- Some from JFSP
- Stated the project in 2002
- Gearing up dramatically now
- Four phases for the project
    - Three are funded now
    - 1st phase – expand from where Fire Management Tools Online left off
    - Ported that over and get an introductory website going
    - 2nd phase – look at all type of information
        - Open architecture
        - Object oriented programming
        - Create a brand new database and an ID card going into the system
        - Expand the number of tools at this site
        - 2 websites: public and enterprise portal
        - Clients are primarily the research and management folks
        - So, this gets expanded into the fire community, politicians, general public
        - At the end of phase 2, we will have this new management system for tools
            - One is an alphabetized list
            - Categorization system
            - Google type search
    - Third phase picks up where phase 2 stops
        - Expert System
        - Ask questions and get to the tool that is the closest fit to your problem.
        - Phase 3 funded though JFSP
        - At enterprise portal try to create some value added capability to bring research and management closer together on the use of these tools.
        - Be able to provide feedback on the use of the tools
    - 4th Phase is to link to spatial data where appropriate
        - Provide a graphic interface to scale up/scale down

    - Determine tools and data sets that are appropriate for the level
    - Who are you talking to regarding what is available?
    - Anyone we know about
    - Provide a marketplace for the use of the tools and information
    - Provide a project management tool
    - Calendar to assign tasks for use by a team leader
- Where should this go?
    - Reside with a federal agency?
    - Stay with the University?
    - Some private organization?
- Questions from Mike F.
    - Is there any tie with the CPIC process? There doesn't seem to be.
    - Configuration Management
    - Formal O&M support
    - Budget is controlled by the CPIC process.
    - Overlap/redundancy of efforts between the repository and FRAMES
- Answers:
    - Eventually would like to see people management their tools through the FRAMES site.
    - Also want to support tools that are created by private industry.
    - How do we integrate the two groups of tools.
    - Seems like if there is federal funds expended, it needs to go through the CPIC process.
    - Sponsor is the USFS – Research Joint Venture
    - State run project
    - What is the difference between tools and applications
    - Some may not be intended to be an "operational" tool
- IRMWT responsibility
    - Tax dollars
    - What is the correlation between FRAMES and the Repository
        - What are the potential overlaps
        - Let's avoid duplication/redundancy
        - Permanent, Supported and Standardized (Institutional)
    - Enterprise Architecture
        - We are tied in with our agency EA efforts
        - The IRMWT will ensure that our efforts are coordinated with the agency EA.
        - CPIC process
    - What value can we add to the FRAMES process?
        - Affiliation documented and recognized through NWCG
        - Business driven – Working Teams and other recognized groups to get behind this.
        - Define the objectives through affiliation with NWC
        - Give Greg some suggestions on how to go forward.
            - Get with working teams
            - Sponsorship through NWCG
            - Certification & Accreditation
            - Look at 300B

DisasterHelp.gov

- Presentation by Margie Dickerson
- See handouts
- Demonstration of DisasterHelp.gov
- Mike's overview
  - Built for reliability
  - High standards
  - Free for our use
  - Scaleable
  - Space is unlimited
  - Available
- Is there a timelimit for your unlimited space?
  - They automatically expire after 12 months, but they are still accessible
- Potential uses for DisasterHelp.gov
  - Lessons Learned Center at NARTC
  - BLM FTP site – large
  - Incident Management team websites
  - SafeNet and other safety related applications
- What can we not use this site for?
  - No classified information
  - Tool for government use
  - Acceptable Use
- Been up and running for a year and have not had a problem
- Do you have content police?
  - YES
  - Go through weekly and go through content
  - People given content site administration – trusted
  - Security at a high enough level to post privacy act information
- Why would any agency use their own servers if this is available for free
  - Server consolidation is happening and is encouraged
- How fat are your pipes?
  - Believe they are OC3
  - Limitation is where it links to our agency wide area networks
- Interface between DisasterHelp and our agency Wide Area Networks is the weakness
- Not available across the wan right now
  - We would need that speed and bandwidth to make it a viable alternative for the fire community
  - Security standards are assumed to be the highest
  - Files automatically scanned and cleaned when they are uploaded
- GTG wants a Discussion Group
- Should be move the whole web content to DisasterHelp.gov
- Is this limited to just Federal stuff
  - NO. It is open to the states/other local/state organizations

- Is there a coop in place?
  - Need this in order to be a viable
  - COOP site plan in place
  - Funding still an issue
  - Need to establish a hot site backup
  - It has been certified for DHS purposes
- Is there an opportunity to look at NITC or NBC as a backup site?
  - The solution has been designed…not the site to house it
  - Will follow up on this – to the CIO to FEMA
  - This would go to the partners meeting – interagency – 27 partners
- We would have to start being one of the partners at the table
  - Have done MOA's before
  - Have been able to
- Funding for this project was 3 to 4 million last year
  - Budget was about 20M
  - Only 5 partners pay
  - Budget already approved for FY04
- This is on the President's Management Agenda
- At a recent meeting on enterprise architecture, we were asked to come up with a FEMA representative.
  - Would like to find someone – Margie will put you in contact with the CIO office
- Judy – looks like a fantastic idea – content management – How would we do that?
  - Someone could be in charge
- Need to put a group to look at the possibilities and sideboards for utilizing DisasterHelp.gov

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NWCG Repository Website Progress

- There is a test search capability available on the website
- Averages about 1000 searches per week over the fire season
  - Taskbook
  - Taskbooks
  - 60% for those two
  - 20% for other training and qualification related words
  - Other 20% are varied from general fire terms, incident related terms, equipment, etc.
  - This indicates what people are coming to see are based on these – not looking for meeting minutes, etc.
- Did a two week test on traffic monitoring – toward the end of fire activity
  - Getting 99% of the hits were from North America
  - 15 to 20 from Australia (out of 1000)
  - 6 from England and Germany (out of 1000)
  - 30% from Canada on some days
  - 40% from Pacific and Mountain time zones
  - Some coming through various web search engines like google
  - Getting to the website by searching for NWCG
  - 95% were using IE 5.0 or above
  - All but 3% have cookies enabled

- Looking at the impact of the budget on the overall strategy for the repository
- Been doing a lot of cleanup on the server
  - Removed over 4000 files
  - Adding metadata to the pages
  - Number of hits versus the number of searches in increasing
  - A lot of cleanup on the html code on the existing pages.
  - Using Dreamweaver
  - Also more accessible re: 508 and alternate browsers
- Added Fire Education Working Team's Automated Bibliography
- Test pages done and ready to release audio pages for PSA's
- The meeting minutes for the NWCG are posted and go back to the mid 80's
- Just found the next group that would take it back to the mid 70's
- Gradually making contact with the working teams to look at minutes, roster, charter, etc.
- Been posting both a .pdf and an .html version of the minutes
- Content management capabilities
  - Application Service providers versus purchasing software
  - Putting together a set up criteria
  - A lot of packages that you can subscribe to but a lot of them are not integrated (search and content management)
  - Most will run between 12K and 25K per year
  - Purchase for 12K to 25K, but then have the support costs, etc.
- Repository needs – been looking
  - Revolves around the EA – system models, metadata, documentation
  - Document storage retrieval and service
  - Have been concentrating on how the web serves as the documentation portion of the repository
  - Will start looking very hard at both Department's activities and the Popkin tool
  - Have yet to see how these are seamlessly used for documents
  - Popkin training will be in the PMO's training plan for this year
  - Popkin is not the robust repository tool that we need. There is another tool set out there. Dan River is trying to advance one for BLM.
  - Popkin has been used by other agencies. There are contacts available to see how to integrate document management
  - Does not lend itself to portfolio management.
  - Last two IRMWT meetings, mentioned strategy that was recommended by the contractor.
    - 4 phase recommendation;
      - Strengthen the content
      - Functionality
      - Content Management
  - Looking at some of these services – based on the cut from NWCG for the repository
    - Propose using the $20K for web services for some of the traffic management, etc.
    - Looks like it could be procured for that amount
    - Pending information research about DisasterHelp.gov
    - Webmaster posts everything to the website
      - There is a need for some of the people to do some posting on their own
      - Webmaster needs some control over formatting, content management

  - Some of the software enables that oversight capability
  - Very inefficient process right now
  - Software also provides the records management capability
  - Records is a big issues that needs to be addressed
- FRAMES is building a similar capability as DisasterHelp.gov focused on the Fire Community
- Also needs the provision for paper documents

ACTION(s): Presentation of the NWCG Website at their January Meeting.

GAO GIS Audit

- Tim Hartzell asked to pull together at the Interior level
- Need comments by October 31, 2003
- They want a joint response from both Agriculture and Interior
- You can only respond to the GAO recommendations
- Mike F. has the lead responsibility who has delegated that responsibility to Bill Rush
- WFLC is engaged through Tim Hartzell
- Judy is going to be making changes
- We get comments back through our agency surnaming process

Fire Statistics

- Shari went over what the Fire Statistics Task Group did
- Some urgency to keep this moving
- Will follow up through direction from NWCG
- Shari will get with Jim Stires to identify a Business Lead in order to go forward
- Barry and Shari should brief Jim Stires regarding how close their

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NWCG Executive Secretary and Staff Assistant Position

- Allen will develop a presentation for the January NWCG meeting
- The IRMWT will review prior to that meeting

FPA

- Going over changes to the FPA project charter
- PMO and FPA will get together and coordinate how the different roles should be written in the charter to better align with the NWCG Guidelines for charters.
- Gardner sent over the Quarterly Status Report
- Judy – As these interagency projects go forward, I would have expected that a stream of data elements to go forward to the DAWG to establish interagency data standards

ACTION(s): IRMWT asks the PMO and FPA to meet to put a process in place to identify those elements that should go through the DAWG to establish the interagency data standard.

GTG Update

- Get copy of Susan's powerpoint slides
- Went over some of the 2003 accomplishments
- White papers in progess:
  - GIS Data Standards
- Discussion about the GTG Brochure
  - May need a couple of different communication tools
  - One for the field – where to go find information, contacts, etc
  - One for the more strategic audience: IRMWT, Mangers, NWCG, etc.
  - Mike F. gave some suggestions on including the Mission and Objectives from the GTG Charter. These are suggestions….not must dos.
  - Susan will forward idea to the GTG at their next meeting to incorporate some of the suggestions from the PMO
  - Request that you touch base with Allen Deitz as the chair of the PMS Working Team

ACTION(s): Comments to Susan by November 14, 2003

- GTG Charter
  - Made changes recommended by PMO, CDF and USFS
  - Ready for signature by the IRMWT Chair
  - All members agreed to accept the changes to the charter
  - A writer editor will review spelling, grammar, etc. prior to submission for signature
- Want to establish a couple of workgroups for the coming year
  - GIS Symbol Sets
  - GIS SOPs on Incidents Work Group
    - Several teams have webmasters that go out with them
    - The site is not removed or updated when the incident is over
    - Same thing happened with GIS
      - This becomes a safety issue when there is erroneous information out there
      - No consistency
      - Data that is not updated
    - Need to establish an NWCG standard
    - Needs to coordinate with the IOSWT and Business Practices WT
- Joe went over
  - Alice Forbes is the sponsor
  - Developing a charter (January meeting)
  - Will be given to this group
- Budget
  - Bring up with Jim Stires
  - How do we fund the GTG Activities
  - Need to have some means of getting the viewpoint of other states

ACTION(s): Get with Don Artley regarding budget for enhanced communication

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Report on BLM FAM-IT Meeting

- Brief description of FAMIT Investment Board
- Established about 3 years ago

- 60% business, 40% technical
- Barry was at the last meeting as well as Mike B
- Open invitation to anyone from the IRMWT
- Next meeting is December 2,3 in Las Vegas
- Mike B. really impressed with the way that the meeting went
- Great coordination/participation between the business and technical folks
- Barry also had similar comments
- At first worried that this was duplicating the IRMWT
- They dealt with BLM centric issues and invited participation from interagency groups to include the interagency perspective
- Barry encouraged that every agency spin up a similar group

ACTION(s): CIO Council item will be included in the agenda for January.
Should develop a responsibility matrix including CIO Council, OWFC, IRMWT, PMO, Agency CIO's, Agency Fire CIO's, NWCG, FAMIT

- ROSS review
  - Last fire season was somewhat difficult
  - Asked for a review of the ROSS project – post deployment review
  - Stakeholders' review
  - What were the problems and how do we mitigate them prior to next fire season
- CIO Council – asked from OWFC to work with them to give them input
- Portfolio Management – have one on FAMIT
- Mapping gaps in wildland fire IT programs
- Barry suggests that there is some follow up that needs to happen immediately in order to coordinate dates in order for people to be able to attend

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National Wildland Fire Enterprise Architecture (NWFEA) Presentation

- This presentation was used to obtain the FEAC presentation to get their certification
- Met with USDA and DOI and gave this presentation
- See presentation
- Handed out the draft charter
  - Mike F feels that this charter may need some refinement to better align with WFLC.
  - May need separate business and technical focus
  - Having trouble with scope – what about all risk
  - Is the scope wildland management – focus on fire?
  - How does this relate to other interagency strategic goals? These are the type of things that WFLC is interested in.
  - Scope may need more specificity
  - Membership:
    - May need DOD participation.
    - They are a big player in terms of wildland management
    - Why USGS. They don't manage a single acre of land.
      - Maybe just the technical side
      - Not wildland mission/executive level
  - Permanence of the group

        - Don't think WFLC has any vision of any permanent group
        - Permanent infrastructure makes sense
        - Maybe part of the CPIC process
    - Don't take on projects at the WFLC level. It will bog them down.
        - Do think they would value some staffing
        - This is what the steering group would be about
    - Incorporate this into the GAO action plan
    - This will resonate with WFLC
    - Mike not concerned with DOI's schedule
    - Next steps:

ACTION(s): Get questions/comments to Judy on the draft charter by November 14, 2003

Websphere

- Business Integration Component
- Had a conference call presentation about websphere
- Gladys got involved because of the ROSS/IQCS interface
- Get presentation slides from Gladys
- We are exploring that type of technology
- Next conference call October 28th at 10:00 am – NIFC North 2
- Will ultimately serve as the foundation for a business case
- Need to determine the ROI
- Fits into the direction we are trying to go
- Now is the time to address how we are going to connect these systems
- Will wait to see what the impact is on any of the projects to determine if we have to worry about it.
- Want to have some understanding of what they will do with the information we give them

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NWCG Systems O&M Criteria, Hosting, Help Desk, Systems Management

- Al and Barry went over what occurred during the evaluation of the computer centers
- Issue regarding the housing of FireCode – accessibility issues and the potential impact on all agencies
- Need to look at the customer base
- Security
- Use the criteria established and continue to work on them
- Continuous evaluation for where to house applications
- Enterprise Architecture will help to resolve this
- Mike F.:
    - Good tickler list that might apply to decisions for hosting a site
    - PMO should capture this as a part of the library of services that are provided to project managers
    - Mike and Merrie need to establish system requirements
    - We had a healthy discussion about host site with a neutral viewpoint/evaluation from the PMO

Interagency Support Strategy/Enterprise System Management

- Get powerpoint
- We were limiting ourselves to talking about a help desk when we were discussing this
- Needed to expand our thinking beyond the help desk
- Briefing paper:
- Phase I will be accomplished with current FTE
- Would this be managed as a project? YES.
- Looking at developing a statement of work
- Glad move that we accept Mike's recommendation for Phase-I as written
- Mike Funston seconds the motion
- Unanimously passed
- Mike B - Lead
- Project Mangers
- John Gebhard/or delegate someone
- PMO
- Research
- Potentially

ACTION(s): Develop Draft Charter by November 5, 2003
Deliverable as identified in the charter by January 5, 2003

FireCode Demonstration/Presentation

- Get presentation from Elyse
- How do we issue this as a system of record through our NWCG process – DAWG, etc.
- Manual entry into the financial systems

ACTION(s): Get copy of presentation and distribute to IRMWT

BLM computer Center at NIFC – BLM COOP

- NIFC has been designated through the COOP, as the backup site for BLM's systems
- NIFC will house BLM headquarters in the event that
- Team of IT experts from Denver are coming in next week to look at what role NIFC will have as the alternate headquarters location
- Identified critical functions that need to be up and running
- Identify all the infrastructure needs to support this
- Opportunities with all of these changes coming.
- The Bureau's capacity is going to ramp up substantially in the next 12 to 18 months. Links to backup systems in Denver which will support all of BLM's program components.
- We are looking at drastically enhancing our capacity here at NIFC
- This may give us the capability to take advantage of other opportunities to house applications here at NIFC.
- These will begin to be brought up within the next 6 to 12 months.

- Capacity of the present system has expanded in the last couple of years
  - We have multiple
  - BLM intranet
  - External network that houses lightning
    - Single T1
    - Looking at augmenting that with another T1
    - Looking at Time/Warner
    - Tier 1 provider
    - Firewalled/IATO
    - In the process of the C&A for it
    - 5 separate DMZ's behind the fire wall
    - 3 in use
    - 2 in reserve for dividing out web services
  - What don't you have that NBC has?
    - Access to the 5 federal networks
    - Simply a matter of the design and security requirements
    - We do not have corporate gateways
    - Theoretically more vulnerable going through the big I versus private (agency) networks
    - Is there an issue with congestion when using the big I?
  - Point is that the capability is going to expand dramatically over the next year.
  - If the IRMWT has business needs that could be met with this increased capability, BLM would like to know so that those needs could be evaluated to see if there is a potential for a NIFC solution.
  - Glad: There is an assumption that we have an integrated network here at NIFC for all of the agencies. This is not valid.
  - Mike F;
    - Tim Quinn is the USFS Telecom lead. Serves on some departmental and inter-departmental roles for these issues. He would like to attend one of the next IRMWT meetings to give his perspective.
    - With regard to the COOP, this is entirely a BLM plan. None of the other agencies are considering NIFC as the alternate site. The other agencies have potential backup sites in the Midwest. USFS is looking at FEMA site in central Virginia.
    - How involved is the department CIO organization in ownership of the host site
    - As a BLM organization, you are second tier
  - Jim: Business criteria first, second economic
  - Barry: looked at several sites – have a form that we used to evaluate these sites.
    - If NIFC and BLM want to be considered, would offer up the form to see what we look at.
    - Asked Nat and others for maps, strategic plan
    - Hear that we are 12 to 18 months out
    - BLM folks are coming in from Denver
    - Enable us to look beyond the current effort
    - Nat does have an external schematic

ACTION(s): Include an agenda item for January meeting to follow up after meeting with Denver folks

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IQCS Implementation Charter and Discussion

- George went through the draft charter section by section
  - Identified changes that were made
  - The USFS has the following issues:
    - Page 8 Section 8 – staffing – funding for resources
    - Page 10 Section 10 – Critical Needs
  - Cost to maintain Jim Grant through the end of the year through the critical time necessary for him to complete his tasks – This is going to the fire directors for approval
  - In the current charter these are full time positions what are being funded currently through the USFS
  - Without the continuation of Jim Grant the implementation would not be on time or within budget.
  - We are talking about $12K per month
  - Concerned about the process used to "replace" a person
  - Need dedicated skill set for people assigned to a project

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IQCS O&M Plan Hosting, Help Desk, Systems Management

- George went through the draft Implementation Plan
- Remove Mike Barrowcliff as an agency Business Leads
- Correct spelling: McAllister
- Reword Staffing Critical Needs to reflect what was agreed upon for the Implementation Charter
- Business Success Criteria:
  - Change verbiage regarding System of Record for 310-1, 5109
  - Add responder qualifications System of Record
- Technical Success Criteria:
  - Technical Success Critera
    - USFS requires that a ROSS/IQCS interface exists
- Application Field Testing
  - Completed User Acceptance Testing
  - Reviewed schedule for initial field testing
- Implementation Strategy
  - OK
- Hosting
  - Minimum criteria
    - Looked at it from a project perspective
    - 4th point needs to be added related to security
    - We have received some unfunded mandates
    - Interim Authority to Operate
    - Within one year need a C&A
    - Depending on the certification level of the facility will dictate what we can get. In order for the system to receive IAO, the facility must have a IAO
    - Disagreement that minimum requirement in to have the federal network

        - Minimum should meet all of the requirements of a specific application
        - All agencies need to have access
            - NIFC
                - no current access to BIA
                - C&A due date is 9/2004
            - NITC
                - No C&A until June 2004
            - NBC
            - NIRMC
                - No Access BIA
    - Additional Criteria
        - Optimum characteristics would include the additional criteria beyond the specific application, i.e. enterprise architecture viewpoint
        - Dial-up criteria?
- As soon as a change is made to the IQCS system, it will be made available to the interface
    - This exceeds the minimum requirement
- Is there a business need to have the IQCS data available
    - How quickly does a change in someone's status
    - All of these requirements should be addressed in the interface document
- SOW determined that it is not a 7X24 system
- The business community has not indicated what the expected up time should be
- This should be a minimum support requirement
- Where would we fit within the contingency plan of the center
- George will get together with the business leads and Mike B to take a stab at putting together a draft SLA
- Help Desk
    - Should capture metrics in some help desk software such as heat
    - At a minimum, we will capture questions, etc. in access database
    - There is no software identified at this time
    - What number are people going to call?
    - Why not utilize UTA? They have knowledge base software.
    - The project does not have the time to train another contract support staff
    - Can get an 800 now and associate it with a regular phone number
    - We will get metrics to be able to better assess call volume, etc to look at a more permanent
- Security
    - Working with BLM
    - Costs for the C&A are captured in the implementation plan
- Continuing Service Contract
    - Not every requirement was documented up front
    - There have been additional requirements identified through the change management process
    - Funding has not been identified for this
- O&M staffing
    - Would be beneficial to have the O&M staff on board prior to the end of implementation

- Recommending three resources be available for O&M
  - DBA – not full time – approximately 200 hours per year
  - System Administrator – technical and business functions – initially full time but would probably be shared between projects
  - Technical: security, etc.
  - SME business knowledge
  - Project Manager – 20 – 25% of their time – collateral duties
  - Recommending filling these positions prior to March 1, 2004
  - Necessary to send them to PeopleSoft training and knowledge transfer sessions with the SME's
  - Created 2 PD's for the dba and system administrator
  - Need to work with the PMO to develop the PD for the Project/System/Operations manager
  - ROSS has not established an operations manager for ROSS or FPA
  - This still needs to be addressed
  - All of these could be contracted out except for the Project Manager with the caveat that they have Fire(qualifications) and PeopleSoft knowledge
  - Barry brought up the concept of a system's management office
  - Could be a senior project manager that can manager more than one system
  - This really feeds into Mike B Application support strategy

- Ross/IQCS Interface
  - Identified in the SOW
  - Providing responder qualifications to the interface
  - Over the last 1 ½ years have been working with the ROSS team.
    - Have not concluded any actions
    - Have worked with ROSS on several occasions
    - Ross needs the information from the IQCS system
    - IQCS has the data which needs to be
    - IQCS created a specification
    - Rebuttal from ROSS
    - Made changes
    - Sent it back
    - We're where we are now
    - Gladys agreed to facilitate/mediate
    - ROSS came up with an interim solution
    - IQCS provide the information to ROSS through a secure FTP site, transfer to the REDCARD format
    - ROSS team identified $25,000 needed to
    - IQCS - $55,000 to complete the IQCS portion of that
    - IQCS estimated 91 hours in the original project plan
    - Spent over 350 hours just talking about the ROSS interface
      - Preliminary design work
  - Gladys has been keeping a log since March
  - Al has pulled all of the correspondence regarding
  - USFS is asking that DOI pay $25,000 for the short term
  - IQCS needs $55,000 to complete their portion of the interim interface

    - Preliminary suggestion has been made for daily imports
  - Conference call between Gladys, Mike F, Tom Boatner, Neal H, Rick J, Jon Skeels, and George Conley(no later than November 3, 2003)
    - The fire directors have indicated that this has to happen
    - $80,000 is for this interim solution
    - Need to pin down dates, expectations, etc.
    - Expectations are that Jon and George have already been exposed to the NIST Connectivity Standards
  - ROSS wants to use an existing import mechanism – REDCARD
    - May be losing some data elements
    - IQCS is putting this information on a server.
    - Anyone can access this information
    - The cheapest way to get this done is to use the REDCARD format
  - Early spring is not good enough – need a hard date
  - Fire directors will talk about it

ACTION(s): Communicate needs with a timeline to Jim Stires – March 1, 2004