



Information Resources Management Working Team (IRMWT)

Meeting Minutes

Boise, ID

September 27-29, 2004



Attendees:

- Shari Shetler, Chair
- Alice Forbes, NWCG Liaison

Voting Members:

- Gary Bowers, BLM
- Gladys Crabtree, NPS
- Mike Funston, USFS
- Cam Johnson, USFS Research
- Philip Murphy, Western States Rep
- Andrea Olson, USFWS
- David Potter, BIA
- Steve Westin, Eastern States Rep

Program Mgmt Office:

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

Project Managers:

- George Conley, IQCS
- Andy Gray, ICBS
- Bruce Jeske, LANDFIRE
- Dan Keller, FPA
- John Noneman, FPA
- Jon Skeels, ROSS

Business Leads:

- Gardner Ferry, FPA
- Neal Hitchcock, ROSS, ICBS
- Rick Jensen, IQCS
- Mary A Szymoniak, I-Suite Stabilization

Advisors/Guests:

- Suzanne Acar, DOI Data Architect
- Jim Barrett, DOI EA contractor
- Mike Barrowcliff, USFS
- Ernylee Chamlee, CDF
- John Gebhard, BLM
- Tim Graham, USFS Research
- Dale Guenther, USFS
- Greg Jensen, BLM
- Rick Mills, Aviation Mgmt Council
- Janis Reimers, GTG
- Dan Rivers, BLM SCO
- Bill Rush, USFS Aviation Rep.
- Doug Stephen, NPS
- Cindy Tegge, DOI EA Contractor
- Rhonda Toronto, BLM

DAY 1 – September 27 (1/2 day)

1. Systems Coordination Group Update – Mike Barrowcliff

- Mike gave a brief history behind the need for establishing this group
- 2+ hours were spent reviewing the proposed SCG charter

- Suggestions were made to add stronger language relating SCG to NWFEA endeavors
- Mike is to make suggested edits
- Final version will be distributed to IRMWT for final comment

Decision: IRMWT recommends signing of the charter after Mike includes all suggested edits. Charter will be signed by the IRMWT Chair.

2. Project Status Reports

FPA Update – John Noneman

- Doing last minute testing
- Doing training
- Release schedule
 - Version 1.0 - October 1
 - Version 1.1 - December 15
 - Version 1.2 - February 1
- Initial work beginning for Phase II of FPA\FPA C&A expected by next week
- Still need a business lead

ACTION(s):

A. John will send current versions of the FPA Phase I data model & dictionary to Judy.

Landfire Update – Barry

- There is a scheduled press release with Gail Norton
- IRMWT wants more information/ wants to be more engaged

ACTION(s):

A. IRMWT members are to get all questions about LANDFIRE to Shari and she'll forward them to Cam for answers.

NFPORS Update – Barry

- No information

FORS Update – Barry

- Have had 1 kick-off meeting
- Keith Smith has been appointed as business lead for the states
- No federal person has been identified as a business lead as yet

ACTION(s):

A. Alice will get information to Barry regarding Wally Josephson as a potential candidate for federal business lead

ROSS Update – Barry

IBA Phase II Update – Barry

- Charter needs to be signed by Shari and then the NWCG parent group

FIRECODE Update – Jensen

- Jonathan Manski is working with Natalie Wiklund to plan transition for NIFC hosting

ICBS Reengineering – Barry

- Going well with Andy Gray as project manager
- There are still unresolved conflicts between the agencies related to CPIC requirements.
- Mike Funston distributed the signed copy of the project charter to the IRMWT.

ACTION(s):

- A. Jon Skeels and John Gebhard are working with the SCO in an effort to work out the CPIC issues.

3. NWCG System of Record – Judy

1. System of Record was accepted with the following edits:
 - a. Add a statement describing the reason for having systems of record
 - b. Add “as applicable” to 2.a.
 - c. Change “managing partner” to “O&M Organization” in 5.b.2

ACTION(s):

- A. Judy will make edits and publish the document as final.

DAY 2 – September 28 (full day)

4. DOI Wildland Fire EA Findings – Jim Barrett, Suzanne Acar, Cindy Tegge

- DOI has published the Wildland Fire Modernization Blueprint and will publish a report of findings. They would like the wildland fire community to review the report and respond with comments to the recommendations. There will be a 2-week review period. The final report recommendations will be presented to the DOI Investment Review Board on 11/17/2004.
- IRMWT members expressed concern that the department report may make recommendations to the IRB that will affect operations in the interagency wildland fire community. The steps outlined in the following action were agreed upon:

ACTION(s):

- A. (Jim Barrett) Send Shari an advance copy extract of critical near-term recommendations so that the WT can start the review process early.
- B. (Shari and Alice) Review the extract and produce a summary of key items of interest. The summary and extract will be forwarded to the IRMWT for appropriate preliminary review action.
- C. (Shari) On 11/2, the report will be sent to Shari, who will distribute the report to the NWCG WTs.
- D. (Shari) All comments will be consolidated and a meeting scheduled with Colleen Coggins.
- E. (Shari) Impacts will be assessed and forwarded to the agency Fire IT representatives of the IRMWT who should communicate issues and concerns to their CIOs.
- F. (Shari) A response to the report recommendations will be sent to Colleen by 11/10.

5. Business System Support – Shari Shetler (for Merrie Johnson)

- Merrie was not present due to Hurricane response

- Action on issue paper was postponed until the January meeting; however roles and responsibilities will be addressed in other agenda items at this meeting

ACTION(s):

- A. Add this topic to the January 2005 IRMWT Meeting agenda

6. DisasterHelp.gov – Allen Deitz

- Allen presented an evaluation report of disasterhelp.gov

ACTION(s):

- A. (Allen) Send evaluation report to Barbara LaCuer, the USDA contact for disasterhelp.gov to give her the opportunity to respond to the report.
- B. (Allen) Draft a letter for NWCG to send to WTs that describes the appropriate uses for disasterhelp.gov
- C. (Shari) Ask NIFC webmaster (Janelle Smith) to give a briefing at the January IRMWT meeting (ref; NMAC letter regarding consolidation of “official” incident websites).

DAY 3 – September 29 (full day)

7. NWCG IRMWT & PMO Charter Revision – Gary Bowers

- No progress on IRMWT charter update
- Gary does not feel comfortable about having the IRMWT group review the PMO charter, since the PMO is chartered by NWCG. Alice agreed that only NWCG can change the PMO charter.

ACTION(s):

- A. (Gary) Lead a group to update the IRMWT Charter
- B. (Alice) Ask NWCG parent group if they feel the PMO charter needs revision.
- C. (All members) Discuss opinion on Funston’s “fodder” paper with fire director.

8. NWCG IRM Strategic Plan

- ???
- ???

ACTION(s):

- A. (Shari) Make suggested edits to plan and distribute to IRMWT
- B. (Shari) Contact GAO to let them know progress is being made.
- C. (Shari) Provide briefing on plan to the NWFEASG

9. Roles/Responsibilities

- ???
- ???

ACTION(s):

- A. (Judy) Produce an electronic version of flip-chart notes by early next week.

10. IQCS Update

- George Conley gave a status report on the IQCS project
- NWCG letter endorsing IQCS needs to go out. IRMWT members should attach a cover letter to the NWCG letter and send it through agency distribution channels to the field.

ACTION(s):

- A. (Shari) Develop a template for an agency cover letter that identifies the systems that will be decommissioned and cost savings resulting from the deployment of IQCS.
- B. (Shari) Obtain NWCG signature(s) for IQCS endorsement letter. Send NWCG-signed letter to WTs. Send cover letter template and NWCG letter to IRMWT members.
- C. (IRMWT members) Ensure cover letter and NWCG letter are distributed to the field. Send copy to Shari so she can send it to OWFC/DOI IRB.

11. IQCS Transition to O&M Deliverables

- Rick Jensen led a discussion about the IQCS Operation Plan, IQCS Management Board Charter, and Operating Procedures

ACTION(s):

- A. (SCG) Develop a template for a Service Level Agreement.
- B. (SCG, Judy) meet on Tuesday to work on O&M Roles/Responsibilities
- C. IQCS Management Board Charter
 - a. (Rick) work with Greg J. to define Business Administrator, System Administrator
- D. Operating Procedures
 - a. (John G.) Send edits for section 5.4 and 5.5 to Rick.
 - b. (Rick) send procedures to Shari for distribution to the IRMWT/PMO.
 - c. (Mike F.) Notify ROSS of changes to procedures template.

12. IRMWT Procedures

- Some attendees did not receive copies of meeting documents. Some people sent documents to Shari, and because she was out of town, they were not distributed in time.

ACTION(s):

- A. If Shari is out of town, the sender should send IRMWT communication and documents to all IRMWT/PMO members.

13. Future Meetings

- January 11-13, 2005 – San Diego
- March 21-23, 2005 – Boise
 - **Action: Rick Mills will arrange meeting facilities**
- June 7-9, 2005 – Boise
- September 26-28, 2005 - Boise