

**Wildland Fire Information and Technology
Executive Board
Charter**

August 8, 2012



Background

The report *Wildland Fire Information and Technology – Strategy, Governance, and Investments*, March 23, 2012, outlined an approach to Governance and Management of the interagency wildland fire information and technology program that creates an integrated and cohesive structure while maintaining the integrity of the reporting relationships of personnel within the USDA Forest Service and Department of the Interior wildland fire management programs. This structure provides a clear, single interface point between the wildland fire “line of business” and the investment decision-making structures of the two agencies. As such, this structure provides single, unified capability to identify requirements and priorities, to efficiently make investment decisions, and to manage all of those investments as a single portfolio.

The purpose of the wildland fire information and technology governance structure is to provide a means for interagency leadership, direction, oversight, and implementation of the portfolio of information and technology investments (services and capabilities) that support the business processes and requirements of wildland fire. This governance structure supplements existing wildland fire business governance structures and provides a mechanism for ensuring that business requirements identified by those structures are supported by efficient and cost effective information and technology capabilities (including applications, data, and infrastructure).

The wildland fire information and technology governance structure operates within two larger contexts:

- Wildland fire business and policy governance, including the Wildland Fire Leadership Council, the Federal Fire Policy Council, and the National Wildfire Coordinating Group, which provides guidance and direction on business requirements and priorities; and
- Department of the Interior and Department of Agriculture/US Forest Service information technology management governance, which provide overall agency policy, direction, and oversight for information technology.

The federal wildland fire information and technology governance structure recognizes and will coordinate with non-federal and other program leadership, interests, and priorities.

On August 1, 2012, the Departments of the Interior and Agriculture entered into a Memorandum of Understanding establishing a governance and management structure for wildland fire information and technology, including agreeing to make joint decisions on investments. The Wildland Fire Information and Technology Executive Board is established in that Memorandum of Understanding.

Authority

The Wildland Fire Information and Technology Executive Review Board is established pursuant to the August 1, 2012, Memorandum of Understanding, *Joint Management of Wildland Fire Information and Technology*.

Purpose and Scope

The Wildland Fire Information and Technology Executive Board (Executive Board) leads and oversees the wildland fire information and technology program and suite of investments. The Executive Board



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provides information and recommendations to the Forest Service and Interior investment review boards regarding strategies, policies, and investments for interagency wildland fire investments. The Executive Board represents and advocates for the interests, requirements, and priorities of wildland fire information and technology, including infrastructure and services necessary to conduct wildland fire business. Within parameters established by the investment review boards, the Executive Board may approve strategies, policies, and investments for interagency wildland fire investments.

Responsibilities and Authorities

The Executive Board has responsibility and authority to:

- Recommend information and technology strategies, policies, priorities, and funding jointly to the Forest Service and Interior investment review boards
- Establish and oversee governance structures, policies, and procedures for wildland fire information and technology
- Establish and approve resource allocations within the wildland fire program necessary to support information and technology investments and programs
- Recommend investment proposals for joint approval by the Forest Service and Interior investment review boards
- Approve investment proposals within parameters established by the joint decisions of the Forest Service and Interior investment review boards
- Monitor the performance, status, and health of the investment portfolio
- Recommend to the Forest Service and Interior investment review boards architectures necessary to implement wildland fire information and technology capabilities
- Approve architectures within parameters established by the Forest Service and Interior investment review boards and the Office of the Chief Information Officer organizations of the Forest Service and the Department of the Interior
- Adjudicate and reconcile differences and competing priorities
- Champion wildland fire information and technology requirements, priorities, and investments

Membership

The Executive Board is comprised of:

- Deputy Under Secretary, Natural Resources and Environment, Department of Agriculture
- Deputy Chief, State and Private Forestry, USDA Forest Service
- Deputy Assistant Secretary, Public Safety, Resource Protection, and Emergency Services, Department of the Interior
- Director, Fire and Aviation Management, USDA Forest Service
- Director, Office of Wildland Fire, Department of the Interior
- Representative, Interior Fire Executive Council
- Representative, National Forest System, USDA Forest Service
- Representative, Deputies Operating Group, Department of the Interior
- Representative, Program Board



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A representative of the Management Advisory Board will serve in an advisory (non-voting) capacity to the Executive Board.

The Executive Board may invite the Chief Information Officers, representatives from partner agencies, or other organizations to participate in Executive Board meetings from time to time as necessary to fulfill their responsibilities.

The Deputy Chief and the Deputy Assistant Secretary will serve as co-chairs and function as an Executive Committee with authority to make decisions on behalf of the Executive Board as agreed upon by the membership of the Executive Board. The Executive Committee is responsible for calling meetings, setting agendas, and recording decisions.

Decision Making

A quorum must be present for Executive Board decisions, except for decisions made by the Executive Committee. A quorum constitutes one of the co-chairs and at least three other members. Decisions will be based on a majority of those members present. All decisions will be recorded.

Administration

The Executive Board may designate personnel from any of the member agencies and organizations to provide administrative and other support. As necessary, the Executive Board may develop and adopt operating procedures to enable the effective functioning of the Executive Board and other elements of the wildland fire information and technology governance and management structure.

Meetings

The Executive Board shall meet as necessary to conduct business. Meetings may include use of audio, video, and on-line technology. When necessary the Co-chairs may use electronic mail or other means to conduct business.

Records of all meetings will be kept and made available.

Approval



Kim Thorsen
Deputy Assistant Secretary – Public Safety,
Resource Protection and Emergency Services
Department of the Interior



Arthur Blazer
Deputy Under Secretary
Natural Resources and Environment
US Department of Agriculture

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