

**Wildland Fire Information and Technology  
Management Advisory Board  
Charter**

August 8, 2012



## Background

The March 23, 2012, report *Wildland Fire Information and Technology – Strategy, Governance, and Investments*, 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 established in that Memorandum of Understanding is authorized to establish additional entities as necessary to implement the governance and management structure.

## Authority

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



## Purpose and Scope

The Wildland Fire Information and Technology Management Advisory Board (Advisory Board or MAB) provides a forum for senior wildland fire program managers to provide the Wildland Fire Information and Technology Executive Board with information and recommendations regarding requirements, priorities, strategies, policies, and investments for interagency wildland fire investments.

## Responsibilities and Authorities

The Advisory Board represents and advocates for the interests, requirements, and priorities of the wildland fire program. The Advisory Board is not authorized to make decisions to approve investments, to direct or manage the development or operation and maintenance of wildland fire information and technology investments, or to engage in any other program management activities with respect to wildland fire information and technology. Those authorities and responsibilities are reserved for the Executive Board.

The Management Advisory Board has the specific responsibility to:

- Advise the Wildland Fire Information and Technology Executive Board on:
  - Information and technology strategies, policies, priorities, and funding
  - Governance structures, policies, and procedures for wildland fire information and technology
  - Specific investment proposals (including business requirements, priority, funding, and implementation issues)
- Champion wildland fire information and technology requirements, priorities, and investments
- Provide liaison, coordination, and cooperation between the wildland fire information and technology governance and management structures and other wildland fire governance and management structures (including but not limited to the National Wildfire Coordinating Group)

In collaboration with the Program Board, the Management Advisory Board will coordinate with user groups to identify requirements and priorities, develop investment proposals, and identify opportunities for information and technology improvements.

The Management Advisory Board may establish and appoint workgroups as necessary to assist in performing its responsibilities.

## Membership

The Advisory Board is comprised of:

- Deputy Director – Operations, US Forest Service Fire and Aviation Management
- Deputy Director – Budget, Partnerships & Fire Ecology, US Forest Service Fire and Aviation Management
- Assistant Director – Operations, US Forest Service Fire and Aviation Management
- Assistant Director – Planning and Budget, US Forest Service Fire and Aviation Management
- Deputy Assistant Director, Fire and Aviation, Bureau of Land Management
- Branch Chief, Wildland Fire, National Park Service



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- Director, Branch of Wildland Fire, Bureau of Indian Affairs
- Chief, Branch of Wildland Fire Management, Fish and Wildlife Service
- Deputy Director, Office of Wildland Fire, Department of the Interior

The Advisory Board may invite representatives from partner agencies to participate in Advisory Board meetings from time to time as necessary to fulfill their responsibilities.

The Executive Board will designate the initial chair of the Advisory Board. Thereafter the Advisory Board shall select a chair and additional leadership as necessary and in accordance with its operating procedures. The chair is responsible for coordination and liaison with the Executive Board and the Program Board, for representing the Advisory Board to the Executive Board, and for calling meetings, setting agendas, and recording decisions.

## Decision Making

The Advisory Board may develop operating procedures that define a quorum and the decision making rules and procedures that it will follow. All decisions will be recorded.

## Administration

The Advisory Board may designate personnel from any of the member agencies and organizations to provide administrative and other support. As necessary, the Advisory Board may develop and adopt operating procedures to enable the effective functioning of the Advisory Board.

## Meetings

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

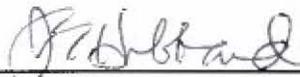
Records of all meetings will be kept and made available.

## Approval



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

Co-chair, Wildland Fire Information and  
Technology Executive Board



Jim Hubbard  
Deputy Chief  
State and Private Forestry  
US Forest Service

Co-chair, Wildland Fire Information and  
Technology Executive Board

Date

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