

**Wildland Fire Information and Technology
Program 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, implementation, and oversight of the portfolio of information and technology investments (services and capabilities) that support the business processes and requirements of wildland fire. The governance structure does not replace existing wildland fire business governance structures. Rather, it 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 Program 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 Board.

Purpose and Scope

The Program Board is chartered by the Executive Board to provide coordinated implementation of the wildland fire information and technology program to achieve the wildland fire information and technology mission: *Provide information and technology services in a timely, consistent, reliable, integrated, innovative, and cohesive manner to meet the business requirements and priorities of the wildland fire community.*



WILDLAND FIRE INFORMATION AND TECHNOLOGY

In conducting its business, the Program Board will adhere to these principles to ensure delivery of solutions and services that are appropriate and suitable for wildland fire needs.

- Wildland fire business requirements and priorities, regardless of agency, shape and drive information and technology solutions and services
- Information and technology investments are managed using lifecycle management tools, including regular review and evaluation of all investments
- Innovation, flexibility, adaptation, and collaboration are encouraged
- Solutions and services are interoperable and interconnected
- Solutions and services improve effectiveness (to meet business requirements) and efficiency (to provide in the most cost effective manner)
- Solutions and services reduce complexity to users
- Supporting capabilities such as training and user support are integral to development and delivery of all solutions and services

The Program Board will strive to accomplish four primary wildland fire information and technology program goals:

- **Goal 1: Systems and Applications** – Integrated solutions and services that enable informed, timely, and documented business decisions.
- **Goal 2: Data and Information** – Accurate, consistent, reliable, and accessible data and information across landscapes, organizations, applications, programs, and platforms.
- **Goal 3: Infrastructure and Connectivity** – A secure, integrated environment that enables efficient, effective voice and data interconnection and accessibility regardless of organization affiliation or user location.
- **Goal 4: Technology and Innovation** – Technology, research, and innovation enable and enhance wildland fire business.

The Program Board ensures that the decisions of the Executive Board and agency management are implemented through leadership and coordination of the work of the five domain boards. The Program Board will coordinate and communicate with other governance groups within wildland fire, as well as the Chief Information Officers and other parties, to understand requirements and priorities and to ensure successful planning, development, and operation of wildland fire investments.

Responsibilities and Authorities

The Program Board takes direction from, and reports to, the Executive Board.

The Program Board has responsibility and authority to:

- Manage the information and technology strategies, policies and priorities established by the Executive Board
- Manage the governance structures, policies, and procedures for wildland fire information and technology
- Recommend resource allocations to support information and technology investments and programs
- Recommend investment proposals to the Executive Board
- Monitor the performance, status, and health of the investment portfolio



WILDLAND FIRE INFORMATION AND TECHNOLOGY

- Recommend to the Executive Board architectures necessary to implement the wildland fire information and technology strategy
- Adjudicate and reconcile differences and competing priorities
- Establish subsidiary Domain Boards or other entities necessary to plan, develop, and operate information and technology capabilities in support of the wildland fire program
- Direct and oversee the work of the Domain Boards or other entities
- Champion wildland fire information and technology requirements, priorities, and investments with agency governance bodies

Membership

The Program Board is comprised of:

- US Forest Service, Fire and Aviation Management, Chief, Branch of Information Technology
- Bureau of Land Management, Fire and Aviation Management, Chief, Branch of Information Resource Management
- National Park Service, Division of Fire and Aviation Management, Chief, Branch of Information Technology
- Bureau of Indian Affairs, Information Technology Specialist
- US Fish and Wildlife Service, Information Technology Specialist
- Office of Wildland Fire Representative
- National Association of State Foresters, Senior Director, Fire Technology

The following individuals will serve as advisors to the Program Board with full authority to participate in its the deliberations:

- Planning Board Chair
- Development Board Chair
- Operations Board Chair
- Science and Technology Board Chair
- User Advisory Board Chair

In addition, the Program Board may invite subject matter experts to provide advice and to participate in meetings or activities from time to time as necessary to conduct its business.

The Executive Board will designate the initial chair of the Program Board. Thereafter the Program 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 Domain Boards, for representing the Program Board to the Executive Board, and for calling meetings, setting agendas, and recording decisions.

Decision Making

The Program Board will operate on a collaborative, consensus-seeking basis to the greatest extent possible. Members are expected to seek solutions that adhere to the mission, principles, and goals of the wildland fire information and technology program. The Program Board will develop operating procedures that define a quorum and the decision making rules and procedures that it will follow. All decisions of the Program Board will be recorded and documented.



WILDLAND FIRE INFORMATION AND TECHNOLOGY

Administration

The Program Board can task personnel from any of the member agencies and organizations to provide administrative and other support.

The Program Board will establish and maintain internal operating procedures as necessary to fulfill its responsibilities.

Meetings

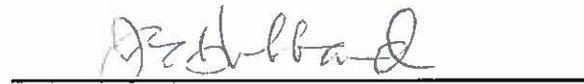
The Program Board will meet as necessary to discharge its responsibilities under this Charter. Meetings shall take place in person or through alternate means such as teleconferencing, video conferencing or electronic mail. Records of all meetings and decisions/recommendations should be documented and made available for community access.

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

Aug 8, 2012