

MEETING AGENDA/MINUTES – Wildland Fire Program Board

Date of Meeting: 9/19/12

Time: 2:00 pm - 3:30 pm

Location: NICC Conference Room

Minutes Prepared By: Christopher Markle

1. Meeting Purpose

Present and review the proposed structure and deliverables for the Wildland Fire Executive Board

Invitees with indication of Attendance

Chris Markle	X	Erik Torres	X	John Phipps	
Andrea Olson	X	Kieth Smith		Jim Douglas	
John Gebhard	X			Jaymee Fojtik	x
Richard DelHierro	X				

X – Present in person

P – Call in

Blank – Did not attend

2. Meeting Agenda

The purpose of the meeting was to discuss the details of the deliverables due November 14th 2012 to the Executive Board and an approach to accomplishing those tasks.

- Establishing initial operating capability for the Program Board and Domain Boards
- Identifying the “As Is” portfolio (current list of investments), program costs, and the “As Is” architecture
- Begin development of the “To Be” architectures and standards
- Creating the initial rolling Five Year Plan, to include content, format, and planning process
- Initiate the operations and infrastructure review
- Develop business cases for investments in computer aided dispatch, fire weather data, integrated fire reporting, and public fire information
- Provide status and accomplishment reports for senior management

3. Meeting Notes, Decisions, Issues (AI indicates Action Item)

- John Gebhard (DOI/BLM) and Richard DelHierro (USDA/FS) have been selected by the Executive Board to be Co-Chairs of the Program Board.
- John exhibited concern about the teams ability to meet all the expectations of the Executive Board by 14 November 2012. Discussion of a plan followed.
 - As Is architecture training is scheduled for Friday, 21 Sep 2012 with the first deliverable due 15 October 2012.
 - To Be architecture was discussed – the idea currently is that the PB will get together and discuss the high level solution set. Erik Torres brought forward that a Fire.Net solution was investigated some time ago, but could be leveraged to help define the future end state.
 - Five Year investment plan should be completed with the As Is architecture development.
 - PB members identified what portions of the Initial Operating Capability they will be working on. Chris Planning, Erik Development, Richard Operations.
 - Business cases were discussed and it was brought up that the PB does have the decision space to realign and inform the priorities that this group should be focused on for initial wins.
- Richard discussed his effort to modify organizational structure within FAM-IT to support the model of Fire I&T.

- Discussion followed about using resources effectively and leveraging this structure for the PB accomplishments.
- A teaming approach needs to be worked out to determine how this structure can inform the new, developing processes.
- John G. brought up the use of the NWCG resources.
 - He will set up a meeting to discuss with the NWCG of how to have these resources detailed to the PB for the next two years – pending a decision from the EB on 27 Sep 2012.
-

4. New Action Items (add rows as necessary)			
<i>Action</i>	<i>Assigned to</i>	<i>Due Date</i>	<i>Status</i>
Build Draft Planning Domain Process and Sample Artifacts	Chris Markle	10/4/2012	In Progress
Build Draft Development Domain Process and sample artifacts	Erik Torres	10/4/2012	In Progress
Build Draft Operations Domain Process and sample artifacts	Richard DelHierro	10/4/2012	In Progress
Review As Is architecture from PIT	John Gebhard/Richard DelHierro	10/17/2012	Awaiting PIT
Review 5 year investment Plan	John Gebhard/Richard DelHierro	10/17/2012	Awaiting PIT
Re-Define Priority Business Cases	John Gebhard/Richard DelHierro	10/24/2012	In Progress
Define PB process and requirements	John Gebhard/Richard DelHierro	10/24/2012	In Progress

5. Next Meeting				
<i>Date:</i> 10/04/2012		<i>Time:</i> 1400 MDT	<i>Location:</i>	FPA Conference Room