

MEETING AGENDA/MINUTES – Wildland Fire Program Board

Date of Meeting: 10/04/12 **Time:** 2:00 pm - 3:30 pm

Location: FPA Conference Room

Minutes Prepared By: Christopher Markle

1. Meeting Purpose

Present and review the proposed structure and deliverables for the Wildland Fire Executive Board. In addition go over the results of the initial EB meeting and OCIO meetings.

Invitees with indication of Attendance

Chris Markle	X	Erik Torres		John Phipps	
Andrea Olson	X	Kieth Smith		Jim Douglas	
John Gebhard	X	David Potter	X	Jaymee Fojtik	
Richard DelHiero					

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)

- This past week a group of PIT members and PB members joined the Senior Advisors in DC for the inaugural Executive Board Meeting as well as to meet with the OCIOs office to discuss several key issues that will affect the success of WFI&T. (See attached notes for full content.)
- OCIO Meeting - Areas of Interest – the “big four”:
 - Common capital planning process
 - Development of architecture, particularly to-be architecture
 - Data standards governance – development and approval
 - Common Security Environment
 - It was discussed that these are the top four areas of concern that that the OCIO can contribute in a positive way that can be modeled for the community and provide a roadmap of how we address the fire focused problems of the future.
 - It was also understood that understanding the requirements required of the fire business community in these four areas were key to defining the “To Be” architecture.
 - It was decided that the FS CP process was more mature than DOI and that leveraging efforts on both sides had the potential of advancing us toward a common operating capability.
- Executive Board Meeting – Discussion of the purpose and role

- It was discussed that the primary purpose of the EB was to be a decision body and that the responsibility of the PB was to assure that the staff work required was done so that the EB could make an informed decision.
- It was also made very clear that all investments need to be tied to business priorities – which are currently not distinctly defined.
- The EB has the task to define the business requirements of the community.
- The meetings in DC were discussed at length as were some discoveries of the IFTDSS review that Chris was involved with during this entire week.
- IFTDSS – Not just a fuels planning tool, but a frame work that may solve other problems.
 - JFSP were chartered more than five years ago to analyze and find a solution for fuels modeling.
 - In this effort they had to develop a capability that could actually pull together disparate pieces of information to provide a well defined fuels management plan.
 - The capability that is independent of the fuels management question is known as the scientific modeling framework (SMF), which can be used to answer other problematic questions using varied data sources.
 - This has value as we think about our future architecture.
 - Carnegie Mellon will be conducting an independent review of the effort and its potential to the fire community. In addition, CM will be determining how it meets the standards and process of the WFI&T.
- This brings us to the summation of this weeks discussion
 - We need to think about including in our processes the resources that currently execute this kind of work. Based on the discussions within and outside of fire, there is potential to get other offices involved in the WFI&T process to help take ownership and exploit the well defined roles they currently play.
- During this weeks meeting the discussion lead to several distinct areas that could advance this effort:
 - Goals
 - Constraints
 - First order of Process
 - And the brining in of external groups
- Goals: Directly from the meetings in DC
 - Define Fire Business Priorities (EB)
 - Define Fire Business Architecture/Infrastrucuture Requirements for OCIO
 - Define Fire Business Data Governance requirements for OCIO
 - Define Fire Business Security Requirements for OCIO
- Constraints: Provided by the existing goals and objectives of both USDA and DOI for strategic roadmapping IT there are specific things that fram our initial requirements list.
 - Cloud – all solutions must meet the cloud requirements in some way
 - Reduce Cost – We must reduce cost across the IT business community
 - Define an architectural framework (service oriented architecture seems to fit the community best)
- First Order Process – it was discussed that there are several processes that need to be built and this is the first take on what an initial idea process may look like.
 - The process includes two offices that currently exist and provide related services associated to the domain board strategy. It was discussed at the worker level with these offices how they may play an active role within the WFI&T effort.
 - Planning Domain = Wildland Fire RD&A – an NWCG sponsored organization
<http://www.wfmrda.nwcg.gov/about-us.php>

The RD&A Team

The Wildland Fire Management RD&A is made up of some 19 individuals living and working throughout the west....

ROLES and RESPONSIBILITIES

- Coordinate fire science application.
- Develop and support a Wildland Fire Decision Support System.
- Project fire season costs.
- Coordinate scientific efforts associated with wildland fire costs.
- Participate in developing hazardous fuels planning applications.
- Participate in and manage the National Fire Decision Support Center.



- This group of professionals already do what we desire out of the planning board, just with confirmed relationships and processes. There may require some tweaking of capital planning process involvement, but other than that, this seems to be a good fit organizationally and a good fit for the entry of ideas.
 - The Development Domain = Joint Fire Science Program
http://www.firescience.gov/JFSP_line_of_work.cfm

Fire Science: "It is not good enough to simply identify and interact with our customer base. To succeed, we must provide information that will help solve our customers' problems. For major

projects or new lines of work that lead to a variety of related products, we will institute a problem framing process that gives customers a central role in defining what information or tools are needed, when they are needed, and how they will function and be delivered.

What is a line of work?

Lines of work address complex management problems and require a coordinated multi-year roach to develop integrated solutions useful to fire and fuel managers. Lines of work are intended to guide JFSP investments over a period of 3-5 or more years.

What are the criteria for lines of work?

- The topic is of high priority to the fire and fuels management community and is within JFSP's mission
- The issue is enduring so that results obtained over 3-10 years will be relevant
- Research questions have sufficient complexity that a focused, long-term approach involving a sequence of research is required
- Topic has the need and potential to build towards a significant deliverable to improve management effectiveness

How do we implement a line of work?

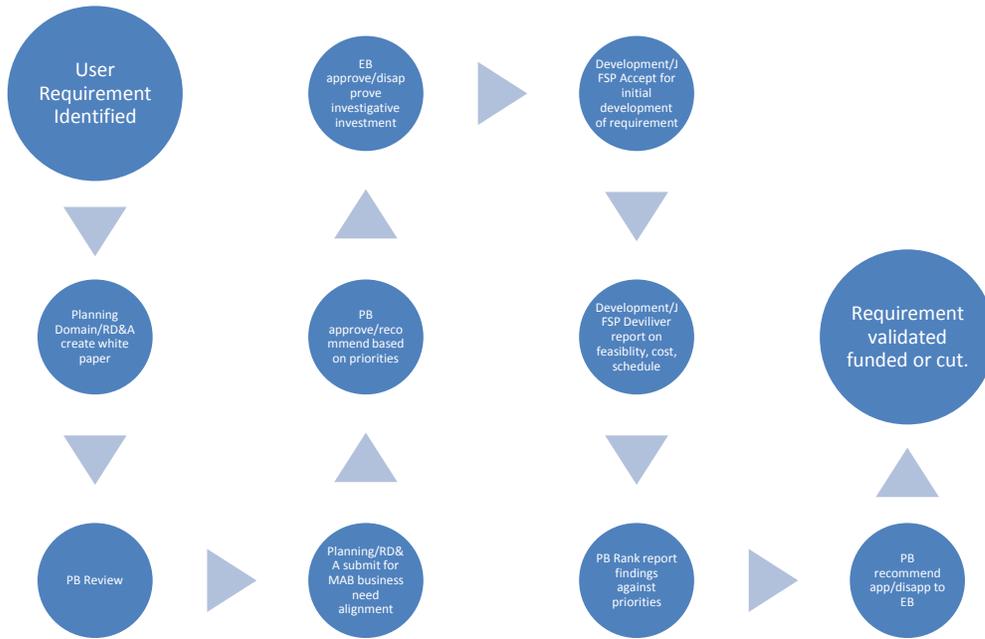
- Problem framing, potentially through roundtables
- Science planning
- Proposal solicitation and funding
- Communication plan development and implementation
- Monitoring and adjustment, check back with roundtables

Roundtables

We believe that the initial framing of any potential line of work requires a very focused definition of the scope of a problem and the advice of both managers and scientists from the beginning. Once the problem has been defined and issues prioritized, a second step involves a thorough scientific assessment of the problem, what work has already been accomplished, and a prioritized sequence of research funding to accomplish the objectives raised in the roundtable. As of 2011, the JFSP has convened two roundtables on biomass, two on smoke and emissions, and one on risk assessment. In addition, an examination of fuel treatment effectiveness and fire effects was commissioned. The risk assessment roundtable was well defined, but did not result into a program of work that would address management concerns.

- It shouldn't be difficult to see that these are the values and functions that professionalized project management efforts should be exercised in.

With these two existing offices in place, it becomes easy to see that the proposed process of John Gebhard could be easily executed:



This is not a complete diagram and each step needs some clarification, but this is the high level that was discussed with some clarifying points.

- The meeting was adjourned with an agreement that an understanding of the latitude of the PB to reach out to these organizations needs to be determined. In addition, it has become evident that the resources necessary to execute the WFI&T are not readily available, and the bringing in of other organizations is necessary.
- Attached are the Development and Planning domain charters for the validation of this discussion.

4. New Action Items <i>(add rows as necessary)</i>			
Action	Assigned to	Due Date	Status
Build Draft Planning Domain Process and Sample Artifacts	Chris Markle	10/20/2012	In Progress
Build Draft Development Domain Process and sample artifacts	Erik Torres	10/20/2012	In Progress
Build Draft Operations Domain Process and sample artifacts	Richard DelHiero	10/20/2012	In Progress
Review As Is architecture from PIT	John Gebhard/Richard DelHiero	10/17/2012	Awaiting PIT
Review 5 year investment Plan	John Gebhard/Richard DelHiero	10/17/2012	Awaiting PIT

4. New Action Items (<i>add rows as necessary</i>)			
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> 10/10/2012		<i>Time:</i> 1400 MDT	<i>Location:</i>	FPA Conference Room