

MEETING MINUTES – WFIT Program Board

Date of Meeting: 04/10/2013 **Time:** 02:00am-4:30pm MT

Location: NIFC, FPA Conference Room

Minutes Prepared By: John Gebhard

1. Meeting Purpose

This is the weekly meeting of the PB. The discussions continue to move from process discussions to operation of the Program Board and Working Groups.

Invitees with indication of Attendance

Andrea Olson, FWS		Chris Markel	X		
David Potter, BIA	X	John Gebhard	X		
Keith Smith	X	Jaymee Fojtik	X		
Richard del Hierro					
Keith Smith	P				
Erik Torres	X				

X – Present in person

P – Call in

Blank – Did not attend

2. Meeting Agenda

<i>No.</i>	<i>Item</i>	<i>Time</i>	<i>Owner</i>
1)	NWCG PMU Project Initiation Request	30	Carol Saras
2)	Working Group Charters	10	Erik Torres
3)	Communications Strategy	5	Jaymee Fojtik
4)	Next All Hands Meeting	5	All
5)	Business Blueprint	10	All
6)	NWCG Website	5	Erik Torres
7)	CAD Project Manager	5	John Gebhard
8)	WildCAD Demo	5	All

9)	WFMI	5	Eric Torres
10)	Requests to move projects to O&M	10	John Gebhard

3. Meeting Notes, Decisions, Issues

1. The NWCG PMU project initiation request from Carol was postponed to next week. She and a business proponent will be briefing the PB at 3 pm on April 17th.
2. The Working Group Charters have been reviewed by the PB. The MAB is currently reviewing them. The target date for the PB to sign the charters is May 1.
3. A draft of the communications strategy is being reviewed. The MOU has been signed for work to begin on WFIT portion of the Forestry and Rangeland webpage. Jaymee will talk to Christie about WFIT letterhead.
4. The PB would like to schedule the next All Hands Meeting once the Working Group Charters have been signed. We should also have tentative names for the leads for each of the Working Teams.
5. The PB has been asked to review the Business Blueprint and have any comments back before the MAB meeting on April 26th.
6. The NWCG website is looking for a new hosting solution. NWCG wants to retain its identity and web presence. It may be possible to share a website and still retain their identity. Erik will update the PB as needed.
7. John Gebhard has had an initial discussion with the BLM on providing a project manager for the CAD effort. There is support from the BLM, but the request need to be briefed to management. HR will need to make a determination on appropriate grade level for the PM.
8. There is a WildCad demo the iRWin project is sponsoring. It is a report on the status of the WildCad work that is being directed by iRWin. This is not a formal presentation to the PB. Individual agency members are welcome to attend and represent their agencies.
9. Eric Torres would like to meet with the BLM on WIMS concerns/questions. A meeting will be scheduled to discuss his concerns.
10. John has posted three documents relating to moving an application to O&M status. The PB will be reviewing the documents and deciding if one or more of them will meet the PB needs.

4. New Action Items			
<i>Action</i>	<i>Assigned to</i>	<i>Due Date</i>	<i>Status</i>
Determine the System of Record For Unit ID's	PB	5/10/13	

4. New Action Items

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