

# MEETING MINUTES – WFIT Program Board

**Date of Meeting:** 05/22/2013     **Time:** 01:00pm-4:00pm MT

**Location:** Salmon River Conference Room

**Minutes Prepared By:** John Gebhard

## 1. Meeting Purpose

This is the weekly meeting of the PB. The discussions centered on the status of WFIT and next steps and the Program Board portfolio.

### Invitees with indication of Attendance

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

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)	SEI Discussion	45	All
2)	Flow of Events For WFIT	15	Laura Hill
3)	Portfolio Cost Savings Review – How To	30	All
4)	Executive Board Meeting	30	All
5)	Program Board Support	15	All
6)	Open Discussion	45	All

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### 3. Meeting Notes, Decisions, Issues

1. SEI Discussion. The PB agreed that SEI is the best choice given time/funding constraints. Before a formal vote the PB would like to review the work task order. A vote (for the record) was taken and the motion to use SEI to help develop the Roadmap passed. However the PB does want to review the task order. Laura and David volunteered to the PB POC's for SEI. The PB also requested a similar review of the task order for Wildcad 6.0.

**Action Items:**

Chris to provide the SEI and Wildcad 6.0 task orders for review and approval.

2. Flow of Events For WFIT. Laura is working on a draft to share with the PB. She anticipates the draft to be done by 5/28.

**Action Item:** Laura to finalize the draft for PB review.

3. Portfolio Cost Savings Review - How To. The PB discussed the review of the portfolio and in particular how to go about determining out year cost savings. In order to do that all the agencies will need to provide key milestones and costs for each application. This will take the FS sometime to generate. In the mean time we also have the issue of identifying any potential redundancies in the portfolio. This will need to be done with business representation (MAB?). This will require a time commitment from the MAB.

**Action Item:** FS to work on developing the milestone and cost information for each project. Agree upon time with the MAB to review the portfolio for overlap..

4. Executive Board Meeting. The PB discussed several concerns with the upcoming EB meeting and some of the deliverables.

5. Program Board Support. With John returning to his position at NIFC he asked the PB for some support with meeting note taking. Laura and Erik volunteered to be part of the rotation for note taking.

6. PB Sub-committees. Erik raised the issue of the sub-committees and making sure that they feel informed and part of the PB. The PB recommends charting a Support section that the sub-committees can reside within.

**Action Items:** Invite the sub-committee Chairs to report quarterly to the PB, start sending the PB notes to them, and provide them with SharePoint access. The PB needs to address the issues of State travel, and funds for the sub-committees.

7. Unit Id. The PB needs to develop a recommendation to the NWCG on the system of record for Unit Id.

**Action Item:** Invite Rick Squires as the Unit Id lead to brief the PB on his thought about system of record for Unit Id's.

<b>4. New Action Items</b>			
<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	
See additional action items above			

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