

FALL 2015 DMC MEETING ACTION ITEMS

Action Item #1

Who: Dianna Sampson / Steve Larrabee
What: Re-group Existing Data Standards
Purpose: Eliminate Data Standard redundancy. Simplify data management by reducing the number of Data Standards.
Description: Logically group or regroup NWCG Data Standards where Standards are similar, related, or share the same data properties. Use Mary Sommer's re-written/re-grouped Data Standards as a starting point, hard copies of which were handed off to Dianna and Steve in a black binder during the Fall 2015 DMC Meeting. Electronic copies of Mary's grouped data standards will also be provided.

Action Item #2

Who: Dianna Sampson / Steve Larrabee (with assistance from Jocelyn Leatherwood and Elaine Waterbury)
What: Expand the NWCG Glossary
Purpose: Ensure Glossary is comprehensive and accurate by *linking* Data Standards to the Glossary.
Description: Compare current approved/assigned/requested Data Standards to the Glossary. Create or expand Glossary entries where needed.

Action Item #3

Who: Roshelle Pedersen / Jocelyn Leatherwood (with input from Dianna Sampson, Steve Larrabee, and Elaine Waterbury)
What: Evaluate National Fire Protection Association (NFPA) Codes & Standards
Purpose: Determine whether NFPA Standards can be used to enhance our current NWCG Glossary.
Description: Review and analyze the NFPA product(s). Compare the NFPA Codes & Standards to the NWCG Glossary. Determine if it would be advantageous for the DMC to purchase the NFPA product(s).

Action Item #4

Who: Mary Sommer / Skip Edel / Laura Barrett / Steve Larrabee
What: Develop Interagency Logical Data Model
Purpose: Increase understanding and decrease redundancy of wildland fire data through the development of a Logical Data Model that depicts natural data groupings and interrelationships.
Description: The entity/relationship Data Model will be developed during a series of working sessions with subject matter experts. Entities, Attributes, and Relationships will be depicted in the Data Model diagram. Supporting documentation will be provided in the form of a data dictionary.

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Action Item #5

Who: Roshelle Pedersen / Mary Sommer (with input from Rick Squires, Gina Papke and other SMEs)

What: Gather and Document Unit Identifier Business Requirements
Analyze Current Unit Identifier Systems
Recommend UI Changes Where Needed

Purpose: Determine how Unit Identifiers are utilized throughout the wildland fire community and recommend changes where necessary.

Description: Interview Subject Matter Experts (SMEs) to determine the **as-is** use of Unit Identifiers within the wildland fire community. Document SME issues, concerns and recommendations. Analyze and document the structure current Unit Identifier systems to determine overlaps and inconsistencies:

1. WFMI (Wildland Fire Management Information - Unit Identifier Module)
2. OIS (Organization Information System)

Based on business analysis, input from SMEs, and analysis of current Unit Identifier systems, determine the **to-be** use and structure of unit identifiers necessary to ensure clarity, accuracy, and consistency of Unit Identifier use.

Action Item #6

Who: Roshelle Pedersen

What: Develop a NWCG Tasking Memo to empower the Fire Reporting Subcommittee and the Geospatial Subcommittee to analyze alternative solutions for a repository that supports both relational (tabular) and geospatial data. The tasking will include: (1) analysis and development of requirements for an interagency data Repository, and (2) assessment of existing applications' ability to meet those Repository requirements.

Purpose: The Tasking will serve to formalize the Data Management Committee's instructions to the FRSC and GSC, including scope and constraints.

Description: Define purpose of the Tasking. Provide background information as to the need for an interagency data Repository. Propose high level schedule for the FRSC/GSC team.

Action Item #7

Who: Mary Sommer

What: Schedule monthly Data Management Committee calls.

Purpose: Monthly DMC calls will enable committee members to report out and keep current on key actions, taskings, issues, etc.

Description: Set up a Doodle poll to determine best days/times for the monthly meetings. Schedule the meetings, which will be led by Roshelle and facilitated/documentated by Mary.

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Action Item #8

- Who:** Dianna Sampson / Steve Larrabee (with assistance from Elaine Waterbury and Jocelyn Leatherwood)
- What:** Recommend any additional information that should be included in the NWCG Glossary to enhance its usability.
- Purpose:** Ensure Glossary is useful and comprehensive.
- Description:** Through internal discussions and outreach to current Glossary users, determine whether the Glossary should be enhanced to include old definitions, removed terms, source files, references, or other information.

Action Item #9

- Who:** Roshelle Pedersen
- What:** Develop a NWCG Glossary term definition for “Wildfire” that is agreed upon and supported by the entire NWCG organization.
- Purpose:** Resolve competing definitions for “Wildfire” and implement new definition in the NWCG Glossary.
- Description:** Enlist representatives from various Agencies to submit their current “Wildfire” definitions. Set up virtual meeting(s) to discuss the current “Wildfire” definitions. Together craft a final definition that is agreed upon and supported by all stakeholders.