

## Data Management Committee Meeting – June 4, 2015

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### *Minutes*

#### Facilitators:

Roshelle Pederson  
Mary Sommer

#### Attendees:

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#### Agenda:

Time	Topic	Lead
1300-1315	Welcome, Logistics, Introductions, Review of Agenda	Mary Sommer
1315-1400	Report Out: DMC / Subcommittees / Unit <i>Purpose:</i> Understand what the DMC and subcommittees/unit are currently working on.	DMC: Roshelle Pederson DSTS: Kathie Hansen FRSC: Dianna Sampson GSC: Andrew Bailey UIU: Rick Squires
1400-1515	Data Management in Action  Demonstration of the USDA FS Enterprise Data Warehouse and associated tools  <i>Purpose:</i> Provide an example to help build understanding of how a data management function can support the fire community.	Kathleen Gundry
1515-1530	Break	
1530-1600	Data Standards  <i>Purpose:</i> To inform and demonstrate how to minimize duplication of Data Standards such as Date, Time, Unit Identifier, Acre Quantity, Personnel Quantity, etc.  <i>Purpose:</i> To inform and demonstrate how to use the new Geospatial Data Layer Worksheet.	Mary Sommer and Jocelyn Leatherwood
1600-1630	Line of Business Analysis Update	Roshelle Pederson

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### Meeting Notes:

#### **13:00 – 14:00 Report Out: DMC / Subcommittees / Unit**

- DMC: Roshelle Pederson
  - NWCG created a task group to address some issues related to the FireCode application and business processes. Task group report is due July 31 but that may have to be extended with the fire season.
  - Jurisdictional Unit, Protecting Unit - This is related to the FireCode tasking but is really indicative of the larger need to better define the terms we use for data elements where the answer is in the form of a Unit ID.
  - The bulk of the work done under the DMC umbrella occurs at the sub-unit level. Everyone is doing a lot and it will pay big dividends for the community over time.
- DSTS: Kathie Hansen
  - We have been working on geospatial and non-geospatial Data Standards.
  - Last year there was a lot of progress on updating Glossary terms.
  - In the future we will be working on more new Data Standards.
  - We have seen some successes, in that more people are requesting Data Standards.
- FRSC: Dianna Sampson
  - FRSC is coming up with a minimum set of common attributes that we would like to see in final fire reports. We want that minimum set of attributes to be small enough to suit the States as well.
  - We need to take another look at the DATE fields we have in our existing Data Standards. A paper was written suggesting the different ways we could look at DATE and TIME. This could end up impacting current Data Standards.
  - We are currently looking at categories for fires and data elements.
  - If we eventually move from WFMI to the next system we will have to leave trespass investigation data out of fire reporting.
  - Steve Larrabee wrote a white paper regarding approval of final fire report data elements. He will bring it to the Data Management Committee to digest.
- GSC: Andrew Bailey
  - Membership
    - NASF has nominated Joe Stansbury from Nebraska as western states member.
    - NASF has nominated Darin McFarlin (CAL FIRE) as western states tech advisor.
  - Data Standards
    - Completed:
      - Aviation Hazards - Obstacle/Activity (point, line, polygon)
      - Fuels Treatments (polygon)
      - Wildland Fire Perimeters (polygon)
      - Wildland Fire Locations (point)
      - With Geodatabase templates
    - In Process (Assigned or Draft):

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- GACC Boundary (polygons)
      - Predictive Service Area Boundary (polygons)
      - Wildfire Dispatch Area Boundary (polygons)
      - Wildfire Dispatch Office Location (point)
    - Proposed/Requested:
      - WUI
      - Resource Bases
      - Others - complete list in April (Portland in-person) meeting notes
  - Geospatial Training Unit
    - Personnel and role changes
    - 2 classes supported - Tallahassee, Denver
    - 1 using GTU material (McClellan CA)
  - State/Local (No Man's Land) Jurisdiction investigation
  - NIAC Support
    - Aviation Hazards data standards
    - Map Product Description Sheet
    - Map Templates
    - Geodatabase Templates
    - Announcement guidance
    - Policy implications
  - WUI Committee Support
  - ArcGIS Online / Collector Pilot Support
  - Guidance for FIMT and EGP
  - Requirements Development
    - Requirements for perimeter data exchange started, discussed briefly with IRWIN team.
    - Requirements for interagency geospatial reference data, lots of thinking and talking, but little writing.
  - New GSC website revision
    - Waiting on release of new NWCG site.
- UIU: Rick Squires
    - Frank Bedonie will shadow Rick. Frank is a non-government entities representative. Andrea Olson has retired. Kevin Conn has replaced him. Dave Niemi is relatively new, from NPS in Colorado. Kenan Jaycox will be the Data Custodian representative.
    - There have been no recent changes to the Unit Identifiers, for the first time.
    - PMS 931-1 has been sent out, and passed over to Roshelle. It has been put up as a draft. PMS 931-2 will be released at the same time as the finalized PMS 931-1 is released.
    - Working on the cleanup of Unit IDs. There are currently 5800 Unit IDs. These need to be checked for accuracy, which is not currently being done today. There have been a lot of Unit IDs created that weren't necessarily needed. But they may be needed in the future. Some Units merged or split, leaving some unnecessary placeholders which need to be cleaned up. Rick will put together a plan to get the Unit IDs cleaned up. David McCoy has checked out some of the inaccuracies and will work with the GAACs to clean up the Unit IDs. Rick would like to make it official, and have David start on the cleanup.

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- Roshelle voiced concerns that we need to get a handle on exactly how Unit IDs are being used and managed before we start the cleanup. We don't want to duplicate work.
- Unit Identifiers are also being address by the FIRECODE task group.
- Per Gina Papke, people are putting Unit IDs into the OIS system willy-nilly. There is so much currently going on with Unit IDs, including removing and restoring. But they are not usually deleted. There needs to be an internal decision making process for the Agencies for Unit IDs. The majority of the Agencies to not have a process in place for adding, modifying, and "deleting" Unit IDs.
- Previously, according to Don Fleck, there were no dates on any of the Unit ID sheets so we couldn't tell which document was current. Changes have since been made. We will soon be adding a new feature on the public facing WFMI page. The public will be able to import Unit ID information into a spreadsheet. The IRWIN interface for Unit IDs has been stalled since January 2015. We have a temporary contractor (30 days) trying to work on that now.
- We currently have some minor UI projects underway. We now have Unit IDs for Weather and Weather Stations, but they don't match up.
- BLM will ensure that Unit IDs have a new home when WFMI goes away. There will still be a UI database even after WFMI is gone. Will we be picking between OIS and WFMI as the source for Unit IDs? An opportunity exists to develop detailed business requirements for Unit IDs. We don't want to go too far down the "system" path, until we have defined the Unit ID requirements across all agencies and organizations.

### **14:00 – 15:30 Demonstration of the USDA FS Enterprise Data Warehouse and associated tools: Kathleen Gundry**

- EDW Purpose and Benefits
  - Provide trusted source of information from FS authoritative sources
  - Aggregate data from multiple FS programs and make it accessible
  - Provide tools for data analysis and management reporting
  - Provide public access to FS data
  - Promote data quality
  - Promote data standardization
  - Reduce redundant data storage
- EDW provides one-stop shopping for standardized, current, trusted data from disparate sources to be used for analysis or for sharing with external partners
- One data source – many publication formats
- EDW Features
  - Content Governance - EDW Content Governance Board reviews and approves proposals for all EDW content
  - Data Quality Forum – By publishing the data for broader use, there is increased review and use of the data
  - Data status – Information is available ono proposed content from the proposal phase through development and publication
- FS internal information resources are available on SharePoint

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- EDW Standard Reference Data
  - Reference data is any kind of data that is used to categorize other data found in a database
  - Reference data in the EDW goes through a content approval process, and is considered a FS data standard
- Benefits of Standard Reference Data in EDW
  - Provides data that can be used to link data from disparate programs
  - Provides developers with needed data that is accurate, current, and accessible
  - Reduces multiple versions of the same data in different parts of the agency
  - Provides metadata that document data source
  - Acquisition and maintenance of reference data is cost effective and convenient
- Internal and External Reference Data Sources
  - External reference data: State, Counties, Congressional Districts
- Other external data:
  - Hydrologic Unit Codes
  - Others under consideration
- Internal reference data:
  - Standard Administrative Unit Names (and codes)
  - FS Office Locations and people/building information (under development)
- Reference Data Documentation and Artifacts
  - Data analysis (spreadsheet)
  - Use Case
  - Data Standard
  - Business Rules
  - Data Model
  - Web Services
- Using EDW Data
  - Public Access to FS data:
    - Data and services with Data.Gov <http://catalog.data.gov/organization/fs-fed-us>
    - Data download capability for the public - <http://data.fs.usda.gov/geodata/edw/datasets.php>
    - Data available via map services <http://data.fs.usda.gov/geodata/edw/mapServices.php>
    - Data available via data extract tool <http://data.fs.usda.gov/geodata/edw/dataExtract.php>
  - Collaborative Business Intelligence environment – internal use:
    - Cognos and ESRI Maps tools available to developers from various FS programs - <https://ems-team.usda.gov/sites/fs-cio-edwts/edw-developers/SitePages/Home.aspx>
  - Connecting to the data via ArcGIS (via Citrix):
    - T:\FS\Reference\GeoTool\agency\DatabaseConnection\edwdb - sde.default as myself.sde
  - Map services:
    - Internal: Available only to FS users
    - External: Available to FS users and the external public

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#### 15:30 – 16:00 Data Standards

- Mary Sommer
  - Data Standards Tips
    - Generic Data Standards: We can minimize repetition of Data Exchange Standards and Data Entry Guidelines if we create some Generic Data Standards. For example there are many Standards relating to Fire Acre Quantity. Mary suggested that we create a Generic Data Standard called 'Fire Acre Quantity' and have 'Final Fire Acre Quantity', 'State and Land Owner Final Fire Acre Quantity', and other similar standards *point* to the Generic Data Standard.
    - Designators: Mary proposed that for new Data Standards, we no longer use the word 'designator'. For example, 'Frequency Use Designator' would instead be 'Frequency Use Name'. And 'Initial Fire Strategy Designator' would instead be 'Initial Fire Strategy Code'.
    - Compound Data Standards: An example of a Compound Data Standard is 'Fire Cause Kind & Category, which when implemented in a database will be two tables, with a total of six data elements.
    - Class Words: A class word is a suffix that describes the data domain from which a data element's values are drawn. Class words are important and every attribute / data element should have a class word at the end of its name. Examples of class words include: Identifier, Code, Name, Description, Amount, Quantity, Address, Date, Time, Indicator, Number, Text, etc.
- Jocelyn Leatherwood
  - Proposed new NWCG Geospatial Data Layer Standard layout, which includes:
    - Data Layer Standard Name
    - Status
    - Next Anticipated Review
    - Review Expiration
    - Approved (date)
    - Geospatial Data Layer Name
    - Abbreviation
    - Description
    - Version
    - Data Standard Stewardship Group
    - Data Standard Steward (POC)
    - Source Standard
    - System of Record
    - Additional Text
    - Discussion Papers Text
    - Discussion Papers File
    - Background
    - Abstract
    - Purpose
    - Data Model
  - The Geospatial Data Layer Standard Attributes & Attribute definitions will include:

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- Standard Name
- Alternate Name
- Required? (yes/no)
- Data Type
- Size/Width
- Description
- Values
- Related NWCG Standard
- Comments

#### **16:00 – 16:30 Lines of Business Analysis Update**

- Roshelle Pederson
  - Lines of Business (LOB) analysts are making good progress. They have completed the first round of group meetings to define high level work processes under the Fuels Management, Preparedness and Fire Response/Operations LOBs.
  - They are now coming back to individual participants to verify they captured what they heard accurately and then will provide the diagrams to larger groups for review.
  - They are beginning the process of documenting what data are used in the various processes, where it comes from and where it goes, and any gaps in the data needed.

-END-