

Data Standards and Terminology Subcommittee Meeting

NWCG Conference Room, NIFC / Virtual

Meeting Information:

Date: May 21, 2019

Time: 1400 - 1600 MT

Conference line: 1-866-508-3445

Passcode: 7124430#

Online Meeting: <https://www3.gotomeeting.com/join/464945414>

AGENDA:

Item #	Topic	Lead / POC(s)
1.	Chair Transition	Roshelle/GaBriella
2.	Glossary <ul style="list-style-type: none">• Resource Capability• Resource Capacity• Horizontal Fuels Arrangement• PMU Terms ready for new stewards• Helicopter Operations Glossary Update• PMS 412 Terms Update• Terms out for comment• ROSS Glossary Terms• Publication Glossary Transition Process	GaBriella
3.	Data Standards <ul style="list-style-type: none">• Post Intel data elements as approved• Sit Data Element Review• Term/Standard Deadline Implementation• Incomplete Request Language for Guide• Standards to post for review	GaBriella/Emmy
4.	Geospatial Data Layer Standards <ul style="list-style-type: none">• Status update and steps forward	GaBriella
5.	Standards Database <ul style="list-style-type: none">• Capability Requirements Prioritization Schema	GaBriella/Emmy
6.	Additional Items <ul style="list-style-type: none">• Fire Cause Standard Update (Roshelle)	Group
7.	Review current assignments <ul style="list-style-type: none">• https://trello.com/b/6hni74Q2/tasks	Group

Discussion

In attendance: GaBriella Branson (Remote), Roshelle Pederson (Remote), Emmy Harbo (Remote), Nancie Turner, Tim Blake, Paul Schlobohm

Chair Transition

GaBriella: Roshelle has stepped down from Co-Chair and I am now the Chair. Roshelle will still provide advice as needed.

Group: Congratulations all around!

Glossary

Resource Capability & Resource Capacity

Discussed the discrepancies between the two definitions above. Paul recommended that this is probably not the time/place to create these two definitions. Recommended researching more and propose a new definition. GaBriella agreed to:

- Find out who owns the term Resource Capability
- Propose new definition for DSTS to review

Horizontal Fuels Arrangement

New request that came in from the Fuels Management Committee. They proposed a new definition. Group agrees on definition and will post to the website.

PMU Terms ready for new stewards:

Draft letter is ready to go out to the new stewards.

GaBriella - How should we send them out to the new stewards? Should we send them directly to the stewards or should we go through the Branch Coordinators.

Group Consensus: GaBriella will create a draft of the email and will send to Tim, Paul, and Deb who will distribute to the stewards.

Tim: As OTC Chair, I'd like to discuss all of these glossary terms once a year...all at once. Reviewing these as we go is very difficult. If I'm running a meeting, how to I look at all the terms that we're responsible to at once?

Nancie: You can look them up on the website and search by committee and all of the terms are tagged.

GaBriella: I don't recommend looking at these only once a year in bulk. It will be much easier if you do it as you go.

Paul: Recommend that the NWCG Committees assign an individual to look at glossary terms rather than the NWCG Committees as a whole.

Group Agreed. Emmy and GaBriella will recommend this to stewards and NWCG Committees going forward.

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Helicopter Operations Glossary Update

GaBriella: We were asked to incorporate the Helicopter Operations Glossary into the NWCG Glossary. There are 3 types of terms moving over from the publication:

- New Terms not in glossary – add to NWCG glossary
- Terms already in the glossary - need to discuss the discrepancies
- FAA Terms - if we need to add, please provide source

GaBriella: There are 7 terms that need to be posted to the NWCG Website as soon as possible.

GaBriella: Who should be the steward of the terms? NIAC? Eric has been very interested in working on these so I'm hesitant to give to NIAC b/c they may not have time to deal with them.

Paul: Recommend we take advantage of Eric if he is interested. No need to pass to a group where it may stall.

Nancy: So, should we post the 7 terms?

GaBriella: Yes.

Action: Nancy post the 7 terms to the website by 24 May

PMS 412 Terms Update

GaBriella: We will take a group of these terms out of the PMS 412 and post on the NWCG website. We will post them in chunks.

Terms out for comment – OTC is the only group that responded. They've been taking the time to respond to us. Even if it's in agreement. 26 terms – 25 for archive and 1 for review.

ROSS Glossary Terms

GaBriella: The resource folks have identified the terms that should move over to the NWCG Glossary. Added them to a spreadsheet in the same format as the Helicopter Glossary terms. The list will go back to DESC to review and select the definitions they would like to propose moving forward.

Publication Glossary Transition Process

GaBriella, Emmy, and Jesse had a conversation regarding a potential new process for working through glossaries in NWCG publications as a result of working with Eric on the Helicopter Glossary. It was felt that a new process should not be developed because this will be fleeting – as soon as all the publications remove their individual glossaries, we won't be dealing with this scenario.

Data Standards

209 Data Element Review: These are ready to be posted as approved.

Term/Standard Deadline Implementation

GaBriella proposed an automated approval if stewards do not reply to a request for data element approval. Tim and Paul agreed that we can do this but that we should work with the NWCG Committees

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on what an appropriate review time frame is because this worked well with OTC and NCSC. All agreed that this is a good idea.

Emmy also mentioned that there should be a minimum requirement for information when proposing a Data Element to avoid what happened with the ROSS → IROC Data Elements. Group agreed.

Data Element Status

Emmy updated group on Data Element approval status:

FRSC: Approved State Point of Origin, still deliberating “Size.”

FENC: Approved Fuel Model and Weather Concerns as is. Made edits to Fire Behavior

IBC and NCSC’s Data Elements are due on 31 May 2019 (about 50 in total)

Emmy and GaBreilla are still working through DMC’s data elements.

Emmy will send Nancie the assigned data elements so she can tag them on the NWCG website.

Geospatial Data Layer Standards

Mitigation Plan Boundary

Fuels Treatment Point

Resource Location

Helispot

Protection Unit

Fire Management Unit

Water Source

Pre-Incident Structure Assessment

Andrew Bailey, Craig Thompson, Jill, and GaBriella will work through these data standards, ensure that the required data elements are within them. The team will update on the progress at the next DSTS meeting.

Standards Database

WFIT Capability Requirements – GaBriella reviewed schema for the IT Capability Schema. Paul is very happy about the progress and agrees that the NWCG Standards Database is capable of prioritizing the Capability Requirements.

Additional Items

New Fire Cause Data Standards: Roshelle demonstrated the new proposed Fire Cause Data Standards developed by the Fire Cause Task Team. She highlighted the new changes and asked that the group think about ways to put them out for review. The group was very excited about the progress and recommended rolling them out without review with an expectation that they will change over time. Roshelle said that this will happen naturally as INFORM is incorporating them now but the states will need more time. Group is contemplating how to best send them out for comment.

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Current Assignments

Used Trello to walk through current and completed tasks. See the Trello Task board for new items.

<https://trello.com/b/6hni74Q2>

NEXT MEETING:

Date: June 18, 2019

Time: 1400 - 1600 MT

Conference line: 1- 866-508-3445 Passcode: 7124430#

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