Data Standards and Terminology Subcommittee Meeting

NWCG Conference Room, NIFC / Virtual

Meeting Information

Date: September 17, 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.	**Glossary** • PMS 412 Term Update • Fire History Feedback • MIST Revision Request • Glossary Search Option • Remaining PMU Terms • Request NCSC Define Resource Capability and Capacity • Resource Glossary Terms	GaBriella
2.	**Data Standards** • Fuel Model Removed From Review • Status of Feedback • Status Check on Event Kind & Category Revision Request	GaBriella/Emmy
3.	**Geospatial Data Layer Standards** • List of Required Attributes	GaBriella
4.	**Standards Database** • Meeting with DOI OCIO	Emmy
5.	**Additional Items** • Communication Process • Review Process • Work Capacity Test	Group
6.	**Review current assignments** • https://trello.com/b/6hni74Q2/tasks	Group

In Attendance

☒ Deb Fleming	☒ Paul Schlobohm	☒ Tim Blake
☐ Nancie Turner	☒ Jesse Bender	☐ Roshelle Pederson

☒ Emmy Harbo	☒ GaBriella Branson	☒ Lori Glaeser

Discussion

Glossary

PMS 412 Term Update

Terms that were out for review last month have been posted to glossary, minus Fire History. The next batch has been placed up for review. Would like to post fire pattern indicators following the pattern we established for dispatch centers and units. The terms would then be listed in the glossary like this:

a. Fire Pattern Indicator, Angle of Char
b. Fire Pattern Indicator, Curling
c. Fire Pattern Indicator, Cupping
d. Fire Pattern Indicator, Grass Stem

Run by the steward to ensure they are okay with this "pattern". Fire Pattern Indicator is defined. There are additional indicators in the glossary to fit in to this format.

Fire History Feedback

Term remained on the review page and has received one additional comment. Will need to be submitted to the steward. GB will send to DF.

MIST Revision Request

We had some email discussion about this. Kristy Swartz has followed up with a formal request. https://trello.com/c/oBjNzuTO The request validates our recommended solution of using an "also known as". Will add to list of things to do. Okay to post to glossary. Add the second MIST to the glossary and use SEE to the original.

Glossary Search Option

Nancie and Jason worked on a search option for the glossary allowing users to search the term and definition. Example may be found here: https://www.nwcg.gov/glossary-of-wildland-fire-2019 Based on email feedback and the reiteration of "the ask", this meets the requirements. Can Nancie make the page live? Okay for Nancie to post page live.

Remaining PMU Terms

There are a handful of terms formerly assigned to the PMU that missed our first round of divvying up to new stewards. Of the terms that remain assigned to the PMU, we know the following:

- Degradation - stewardship accepted by Fire Chemicals Subcommittee - retag
- Fire Discovery - recommended per spreadsheet DMC, but that does not seem appropriate...so who should it be? – will send to Operations Subcommittee, FRSC and see if they accept stewardship
- Inhibition - stewardship accepted by ETC - retag
- Jurisdiction - spreadsheet recommends DMC, but that does not seem appropriate...so who should it be? – FRSC, IFPC

- Mobilization Guide - stewardship sent to NCSC; have not had a response – silence means consent. Tag with them.
- MACS - should it be NCSC based on stewardship of MAC? FMB is steward of MAC Group, so is it them instead? (Originally had been recommended for deletion and is defined in the NIMS Guidance (see Glossary) https://www.fema.gov/media-library-data/1508151197225-ced8c60378c3936adb92c1a3ee6f6564/FINAL_NIMS_2017.pdf#page71. Operations Coordination Center (OCC) relies on the term so we had decided to keep it at one point - OCC is stewarded by NCSC.) We will remove because the full name is in the definition of OCC and folks can reference it elsewhere.
- Preattack Block - spreadsheet says DMC, but maybe should be IFPC, FRSC?
- Protection Area - spreadsheet says DMC, but maybe should be IFPC, FRSC?
- Protection Boundary - spreadsheet says DMC, but maybe should be IFPC, FRSC?
- Protection Unit - was replaced by Unit, Protecting. Possibly okay to archive? -okay to archive

Group decided to send to several possible stewards and ask them if they would accept stewardship.

Request NCSC Define Resource Capability and Capacity

This was on my list to do, but I think the responsibility to define it should be passed over to NCSC. IROC, qualification systems, and IRWIN development are using these terms and it seems like NCSC is the place for them to go to be defined. Their annual meeting is coming up in December and it sounds like they want it to be workshop style – these would be great for them to work on. (OTC has data element Resource Capacity with a short description…) Fix tagging of FWS to Resource Capability…it belongs somewhere else. Double-check our list and then tag to someone like NCSC.

Send a note to stewards requesting they look over the terms tagged as theirs. Vary the time based on how many terms they have to review. Less than 20 terms, a month (one meeting). If a significant number, give them a few months…at least…suggest a deadline, but ask them to contribute what they think is an acceptable deadline. GB will draft a message and send to Tim, Paul, and Deb…we would also like them to validate the term and the definitions.

Need to validate the tagging of the terms on the glossary.

Resource Glossary Terms

Status update: Picked the glossary back up again. Remember the Dispatch Efficiency Subcommittee had reviewed the ROSS Glossary and identified the terms that fit criteria of being related to dispatch business, resource ordering business, or status business. I have since orgranized the spreadsheet with the ROSS Glossary definition and identified any existing NWCG Glossary definitions. There is a column Recommended Revised Definition that I have been using to revise the ROSS definitions to be application agnostic or remove any mention of application if applicable. I have made comments where I have questions and added either existing steward or suggested steward based on my understanding of the term content. Once all recommended revisions are completed this will go back to stewards/proposed stewards and they can identify which definitions to keep. These will be what is posted for review.

Data Standards

Fuel Model Removed From Review

This had been out for review and garnered some comments. On the monthly DMC call Steve Larabee requested that the standard be removed from review due to the significant number of issues with it. Nancie obliged. Next step is to review the few comments and go back to the steward and ask them to take a good look at it. Fuel Model has been a point of discussion at the Northern Rockies GACC as well as amongst the Intel Subcommittee as it relates to the 209. The issues paper has been attached to the card in Trello. https://trello.com/c/JVB1wuGa

Status of Feedback

Fire Cause Standard has received 43 responses as of yesterday. It remains open for comment for one more month.

We have also received a significant amount of feedback from the other standards out for review. Nancie was able to generate a spreadsheet with all the comments. Example has been posted in Trello. https://trello.com/c/lb4npGSn Next step will be consolidate comments and return to stewards for revisions. Is Emmy available to continue to facilitate this process? Contract ends at the end of this month. New deliverables will be written…but have not at this time. Tim, Paul, and Deb want to be aware of communication, but do not need to be involved.

Event Kind & Category Revision Request

Possibly time to bring this back to the attention of NCSC with their Annual Meeting in December coming up. It has been assigned since September 2016. Requests are for FA, OR and CX to added. And WU to be "archived". There is documentation from the Fire Reporting Subcommittee on the Trello card and they would suggest that the standard go under a more thorough revision. ***Get on NCSC Annual Meeting agenda***

Geospatial Data Layer Standards

List of Required Attributes

Ran a quick analysis in the graph database. Attached a list of attributes used across more than one data layer standard. There hasn't been any group meeting yet to determine path forward.

Standards Database

Meeting with DOI OCIO

DSIS met with Tod Dabolt to discuss how our standards database can fit in to the geoplatform framework. Tod and several of his folks are coming to Boise end of October to talk more in depth.

Additional Items

Communication Process

Steve Larabee and the Fire Reporting Subcommittee did not like that the Fire Cause standard went out for review without their blessing. But they are not the steward. To be honest, when I (GB) was contacted by Roshelle and Terri of CEPC to work on how we were going to display for review, it never occurred to me that we were "missing" a step. The steward came to us with the product they wanted to post for review and that was that. Did we miss something? How do we respond to FRSC? Steve also

recommended that committees/subcommittees be reminded on a monthly basis to review outstanding terms and standards. (I thought we were already doing this...) Group determined that no response is needed to FRSC. The emails announcing standards or terms are out for review will remain at the committee level.

Additionally they would like us to consider giving interested stakeholders the opportunity to review a proposed standard/term before it is posted for comment.

NWCG is working on creating clarity for definitions of steward vs key stakeholder vs primary committee. Will inform future approval processes. DSTS may want to remember key stakeholders in the future.

Remember to "sunset" task teams – provide closure, though in this case it was not for DSTS to do. In future ensure that there has been an identified finish.

Review Process
At the last DMC call Steve Larabee recommended a few changes to the current review process. He and the FRSC would like to ensure that all committees have weighed in on standards and terms, even if their response is "not applicable". A possible revision to how we currently gather feedback: On the glossary/data standard feedback pages (https://www.nwcg.gov/glossary-request: https://www.nwcg.gov/user-submissions/data-standard-request-feedback) Under Proposed Change drop down add the option of: Not Applicable. And also add a field to collect Committee/Subcommittee (in a drop down) below Comments.

No, we will not be doing this. Silence is consent. If at some point a group decides it does apply to them and they want to revise, they have the option to request a revision.

Work Capacity Test
Definition in 310-1 is not current. Ask RMC and OTC to review 310-1 definition and glossary for WCT and determine a correct definition. Jesse will compose a message and Tim will forward on.

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

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