



Memorandum

Date: December 15, 2003

To: The Chair of NWCG Information Resource Working Team (IRMWT)

From: The Chair of NWCG IRMWT Geospatial Task Group (GTG)

Subject: Geographic Information System (GIS) Standard Operating Procedure on Incidents Workgroup

This memo is a follow-up to the GTG presentation by Susan Goodman at the IRMWT meeting in Boise during the week of October 20 in which the GTG recommended a GIS Standard Operating Procedure (SOP) for Incidents workgroup under GTG.

The attached draft charter describes the work that the GIS SOP workgroup will be doing. This group will have representatives from various agencies and geographic areas that have agreed to work on creating GIS SOPs for incidents. This group when completed with GIS SOP for incidents will send their recommendation to the GTG. The GTG will then request that the IRMWT recommend GIS SOPs for incidents as a NWCG standard.

If you have any additional questions or concerns, please contact Susan Goodman at 303.236.4242 or Brian Sorbel at 907.644.3413.

Susan Goodman
Chair Geospatial Task Group

Geographic Information System (GIS) Standard Operating Procedure on Incidents Workgroup Charter

(D R A F T)

1. Purpose:

The purpose of the Geographic Information System (GIS) Standard Operating Procedure on Incidents Workgroup Charter is to provide the NWCG with GIS SOP for incidents.

2. Organization:

The Workgroup will be composed of representatives from a cross section of agencies and geographic areas. The workgroup manager shall be selected by the GTG. The duration of this workgroup is one year.

3. Responsibilities:

Workgroup is responsible for:

- a) Recommending and developing GIS SOP for incidents. This would include at minimum:
 - i) Folder and file naming conventions and structure
 - ii) Data Sharing and Archiving Procedures
 - iii) Team transition procedures
 - iv) Minimum GIS expectations on an incident
- b) Coordinating with others in the interagency wildland fire community.
- c) Coordinating with other Geospatial organizations.

4. Meetings and Conference Calls

The chair, upon consultation with other committee members, shall schedule Workgroup meetings and conference calls. The number of meetings shall be kept to the minimum number necessary to fulfill the responsibilities of this work group. When feasible, business shall be conducted by conference call or email to reduce travel and other expenses.

5. No Compensation

No member of the workgroup shall receive compensation in addition to his or her normal salary for service on the workgroup.

6. Conflict of Interest

No member of this workgroup shall be a director or employee of an organization that or in some other way has a material financial interest in the decisions of the work group. The workgroup members may not promote any activity, service or product in which the member of the workgroup (or any member of his/her immediate family) has a financial interest.

7. **Appointing Authority:** The IRMWT's GTG is the appointed authority for this work group with the IRMWT permission.