

National Wildfire Coordinating Group
Information Resource Management Working Team's
Geospatial Task Group Charter

I. Background

This Team was formed as a Task Group working with the Information Resource Management Working Team (IRMWT) under the National Wildfire Coordinating Group (NWCG). The IRMWT was formed to identify policy level information resource management issues that affect, or are likely to affect, interagency fire management activities.

II. Name

The name of this Task Group is the Geospatial Task Group of the NWCG IRMWT, hereinafter referred to as the Task Group.

III. Authority

This Task Group is established following the Memorandum of Understanding established by the National Wildfire Coordinating Group, March 16, 1976, signed by the Secretary of Agriculture and the Secretary of the Interior. The Task Group was initiated in the fall of 1999.

IV. Mission

To Provide the NWCG IRMWT and all other NWCG Working Teams with quality information and advice concerning the use of geospatial data, applications, and processes in support of interagency wildland fire management.

V. Objectives and Goals

- A. Provide a coordinated interagency point of contact for the NWCG IRMWT regarding the use of GIS in support of wildland fire management.
- B. Coordinate with all NWCG Working Teams to assure proper and efficient use of GIS in the support of wildland fire management
- C. Develop and maintain an interagency list of data, applications, hardware, and human resources available to support wildland fire management.

- D. Recommend interagency standards and processes to ensure that quality data is available for use in fire management activities.
- E. Provide coordination and interface among NWCG, Federal, and State agencies concerning the use of geospatial technologies in interagency wildland fire management.
- F. Encourage, recommend, or coordinate the development of geospatial data and applications to support interagency fire management.
- G. Encourage, recommend, or develop strategies to manage and store geospatial data.
- H. Provide awareness, education, and information on the application of geospatial data and analysis in support of wildland fire management to the interagency fire management community.

VI. Organization

The Team is under the direction of the NWCG IRMWT and will interact with all of the Working Teams that are using, or coordinating, the use of geospatial data and applications. Coordination with NWCG will be through the IRMWT. The Task Group will, at times, call on subject matter specialists from other agencies to participate in discussions and recommend solutions.

VII. Membership

The Task group will be made up of at least one representative from each of the cooperating Federal wildfire management agencies, a State representative, and at least one member from USGS. The number of members of this Working Task group shall not exceed 10, including the Chairperson.

Members of this Task Group should possess:

- A. An interest in the advancement of the use of geospatial technology for wildland fire management.
- B. Knowledge of the geospatial science and its application to wildland fire management within their respective agencies.
- C. The ability to travel to meeting locations at least twice a year.
- D. The ability to influence the decisionmaking process within their agencies, regarding the use of Geographic Information Systems in support of wildland fire management.

VIII. Chairperson Authorities and Responsibilities

The Chairperson duties will rotate between the group members. A Vice-Chair will be elected by the group and serve one (1) year and then become chair for one (1) year.

- A. The Chairperson has the following responsibilities and authority once the objective, workplan, and meeting dates are approved by the IRMWT:
 - 1. Authorized to convene meetings.
 - 2. Requests and schedules agenda items for meetings.
 - 3. Recommends to the IRMWT the need for further resources and authorities.
 - 4. Assign work to members for specific projects or tasks.
 - 5. Presents or assigns a member to give progress reports at IRMWT meetings.

- B. The Vice-Chair will have the following duties as well as acting as the backup for the Chair and conducting business in the absence of the Chair:
 - 1. Distribute copies of the group minutes within 30 days after a meeting to group members and the IRMWT.
 - 2. Make meeting arrangements, including facilities, member notification, and an invitation to the local geospatial and fire communities.

IX. Meetings

At least three (3) meetings will be held annually. The last meeting will be held to prepare an annual operating plan (work plan) to identify areas of investigation and resource needs for the upcoming year. Conference calls will be scheduled as needed.

X. Deliverables (Reports, Evaluation, and Internet Clearinghouse)

- A. Reports: The GIS Task group will submit a work plan describing areas of investigation, time lines for deliverables, and estimated resources needed to meet the timeline. The GIS Task Group will submit an annual accomplishment report.

- B. Evaluation: The IRMWT will provide direction to the Task Group and evaluate the performance of the Task Group to act on that direction.

- C. Internet Clearinghouse: Establish a web-based clearinghouse for interagency GIS projects, applications, and information.

This Charter is effective as of the date of approval by the Chairperson of the NWCG IRMWT. The Charter maybe revised upon the recommendation of the majority of the Task Group members and with the concurrence of the NWCG IRMWT.