



ACTION ITEMS – Priority tasks identified at the November GA Editor AAR meeting were assigned to individuals for follow-up. This document will be used to track the status of the action items until complete or they are no longer necessary.

Updated: April 21, 2011

Action Item 1		Louisa Evers/Dorothy Albright
<p>Develop a whitepaper that addresses: “When and Why to Develop a Decision Document on a Fire” – this would be directed to Agencies to assist with creating clear direction to the field on expectations for information required to be included in the Decision Document. Explain why to use fire behavior support tools. Communicate the need to develop local expertise for WFDSS, GA Editors can’t do it all.</p> <ul style="list-style-type: none">Kevin Knauth will share decision triggers list that the BLM developed.<u>01/20 Update:</u> They are working on this and Lisa will get more info from them this week.<u>02/24 Update:</u> Discusses status of white papers and how to route them. Tom is willing to carry it forward to NWCG in March or April which would provide an interagency review and hopefully result in interagency standards. A number of GA leads would like to review it before it’s presented to NWCG. All folks agree upon quick comments/early turn around so that the paper can be submitted as early as possible to NWCG.<u>03/17 Update:</u> Linda Kerr – Lisa & Tom’s input has been included & final version to larger group by end of next week. Trying to meet the NWCG April meeting date.<u>4/21 Update:</u> The document will be sent to the group that was interested in reviewing it the week of April 25, to be turned around by the end of the week. Tom will add to the agenda the beginning of May with documents sent for NWCG’s preview by May 9th. Tom will present to NWCG on May 18th.		
Action Item 2		Louisa Evers/Dorothy Albright
<p>Investigate the process for assigning Fire Behavior Specialist Help when requested from an incident. Should this be a GACG Role? Should there be a “WFDSS duty officer” located at the GACC? Address in Mob Guides?</p> <ul style="list-style-type: none"><u>01/20 Update:</u> Lisa hasn’t heard whether anything has been worked on toward this effort.<u>02/24 Update:</u> A draft memo has been complete. Tom indicated that theoretically, NWCG can provide recommendation to GA Coordinating Group but it doesn’t always happen so GA Coordinating Groups often develop their own SOPs. If multiple GAs are developing protocol in MOB guides, then NWCG can make a push to get it in the red book for 2012. The role of the GA Coordinating Group in WFDSS has not been defined in WFDSS and some of these issues stem from that. Some GAs already have procedures in place and but some do not--we’ll encourage all other GAs to develop procedures in 2011. At this point, we’ll keep it at the GA Coordinating Groups and we will reevaluate in the fall and decide then if it needs to go to NWCG. Several folks would like to review this document as well prior to finalization.<u>03/17 Update:</u> Linda Kerr - Lisa & Tom input included & final version end of next week. Trying to meet the NWCG April meeting date.<u>4/21 Update:</u> The document will be sent to the group that was interested in reviewing it the week of April 25, to be turned around by the end of the week. Tom will add to the agenda the beginning of May with documents sent for NWCG’s preview by May 9th. Tom will present to NWCG on May 18th.		
Action Item 3		Harold Riggs / Amanda McAdams
<p>Investigate and help clarify the roles of IMT’s during the WFDSS process.</p> <ul style="list-style-type: none"><u>01/20 Update:</u> Lisa hasn’t heard anything from Harold on this yet.<u>02/24 Update:</u> Nothing new from Harold on this yet.<u>04/21 Update:</u> Harold will work on putting some draft information to be looked at on the next call. Amanda has volunteered to assist.		
Action Item 4	Complete	Lisa Elenz (WFM RDA - WFDSS Development Team)
<p>Find out if a non-fed person can be a GA Editor. This is important so non-federal users can have a go to person for security training and verification.</p> <ul style="list-style-type: none"><u>01/20 Update:</u> Rob noted that he understands why AK (Marsha Henderson) is wanting this, and it makes sense		



for them, but that no other states have indicated they want a position in WFDSS for GA editor yet. For the most part the state users that are in WFDSS are in there because they work at interagency dispatch offices or are on a team. Rob indicated they could probably work with AK on this as a single case for now since they are the only one requesting and they are a unique situation.

Action Item 5	Ongoing	Lisa Elenz (WFM RDA - WFDSS Development Team)
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Need clear direction on security requirements for non-fed/tribal WFDSS access. Can user names/passwords be extended? 60 and 90 days are not long enough. Line Officers don't want to be reset every 60/90 days.

- 01/20 Update: Likely put off until at least this fall. Reminder - you can accept other agency approved security training (ie. University, corporations, etc.) But you have to have that proof of security training certificates for non-fed users on hand in case there is an audit.
- Rob was asked if there was a way to send a group email through WFDSS to the non-fed users to remind them that their security training is due March 15th, and that way it would look like it was coming from WFDSS as the source, and then their account can be disabled if they don't comply. It was also noted that the Eauth common user didn't work so well.
- Rob said what he is hearing is that this should be a national issue, not just a WFDSS issue, (aglearn etc).
- Lisa said we can look into if WFDSS can generate the email reminder, and might be related to the above issue of having non fed-GA Editors. It was pointed out that the DOI deadlines are different than FS on security training. Marlena - the FS Helpdesk has the answers to the Security Test if you can't find them.

Action Item 6	Coming Soon!	Lisa Elenz (WFM RDA - WFDSS Development Team)
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Find out if NFDSC/RD&A can develop and distribute the expectations and examples of what "really good" Decision Documents look like.

- **GA Editors** to send "good" Decision Document examples to Lisa for consolidation
- 01/20 Update: We haven't sorted out good decisions yet or how to present them/handle in an effort to not promote users to copy/paste from "good" decision when that might not be appropriate. If you have examples that you think are "good" send them to Lisa.
- 02/24 Update: We are still waiting for some good examples from the GAEs. We are trying to determine if we can put some of this in the spring training documents.
- 04/21 Update: Should be posted to the web about May 2nd.

Action Item 7	Complete	Lisa Elenz (WFM RDA - WFDSS Development Team)
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Develop a WFDSS refresher "checklist" to cue managers on things to check in WFDSS during pre-season preparation (User accounts and roles, Agency Administrator Access, strategic objectives/requirements for local unit, establish user groups, evaluate local data for upload etc.)

- 01/20 Update: We don't have this yet but will try to get an initial check list by the middle of Feb, so GA's can point people to it or use it while doing training. We will post it to the WFDSS homepage and GA editor training calendar when ready.
- 02/24 Update: 80% draft, it should be complete shortly.

Action Item 8	Ongoing	Lisa Elenz (WFM RDA - WFDSS Development Team)
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Ensure that WFDSS updates, releases, training opportunities, new references are communicated to the GA Editors ahead of time.

- 01/20 Update: It is noted that the more the GAs hear about the changes coming the better they can do to spread the word to the field. Marlena has been providing Enhancement Webinars with more to come, check the calendar in FRAMES for upcoming dates.
- 02/24 Update: Recent release had multiple scheduled webinars. More will be scheduled in the future.

Action Item 9		Louisa Evers/Linda Kerr/Jan Passek
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Develop summary of GA Editor Role and which duties should be moved to other individuals; suggest possible solutions to increasing workload. Develop a letter / white paper on the issue and possible solutions.

- 01/20 Update: Linda just sent Lisa a draft of the white paper, it may be ready to share for the next call.



- 02/24 Update: A draft is complete, will be modified, then sent out for review. Proposal to remove Agency Expert from heading.
- 03/17 Update: Linda Kerr finalized and will go to larger group for review.
- 4/21 Update: The document will be sent to the group that was interested in reviewing it the week of April 25, to be turned around by the end of the week. Tom will add to the agenda the beginning of May with documents sent for NWCG's preview by May 9th. Tom will present to NWCG on May 18th.

Action Item 10

Marlena Hovorka (WFM RDA - WFDSS Development Team)

As WFDSS HELP desk transfers to the new system, protocols will be established as to where users are sent to get various types of help. Potentially Geographic Areas will want to establish a WFDSS "duty officer" for weekends and busy time periods. As the Help Desk transitions Marlena will work with the GA Editors to ensure their needs are met as well. At a minimum Marlena will work with the current help desk to ensure they know who to call for incidents instead of calling first on the list.

- 01/20 Update: We aren't sure when the switch to the helpdesk will occur, but we can work with the helpdesk to make sure the right people are called at the right time. If you have ideas on how to handle this please speak up. Rob noted that with the new helpdesk there is the potential to have a comprehensive call list but he is not sure we want to go that way because people take time off, detail assignments in other jobs, etc. It might be best to leave at the GA level as long as they communicate frequently with the helpdesk. Lisa suggested the idea of a matrix so that simple things can be handled by the helpdesk and the difficult ones (like policy questions) can go to the right person. Some complex issues that might arise and need expertise in answering include how the GACC designations are set up to work with FS boundaries but not DOIs. Marlena suggested we create some guidelines for the helpdesk on how the GACCs work for all agencies. Marlena said she will continue to give updates as we progress toward switching to the new helpdesk.
- 2/24 Update: We have a phone tree roughed out and waiting for a timeline of when it will happen.

Action Item 11

Marlena Hovorka (WFM RDA - WFDSS Development Team)

Re-visit the idea of having a WFDSS ListServ available for users to choose to be part of in order to receive regular updates from WFDSS on releases, training, system updates etc.

01/20 Update: We are looking at this option. Marlena used it for the enhancement webinar notifications to target specific groups.

02/24 Update: Nothing new has been done on this given the contract status.

Action Item 12

Marlena Hovorka (WFM RDA - WFDSS Development Team)

Develop a webinar for Dispatchers, how to navigate WFDSS, filter incident lists

- 01/20 Update: In progress, working on this for next month.
- 02/24 Update: In progress, needs additional changes with upcoming 3.14 release

Action Item 13

Brenda Wilmore (contact Larry Hood)

Develop recommended minimum skills to be a Fire Behavior Specialist in WFDSS.

- 01/20 Update: Brenda put together information on what was used in R2 and conclusions from conversations with some different folks regarding the need to have S490, or spatial fire behavior background, or S495, or if they are already an FBAN/LTAN that they need to take some regional level training. Brenda will resend all this information to Lisa.
Lisa led a discussion on how to implement this standard once we have it all compiled. Should this standard be posted to the GA site/or is further implementation needed/wanted through IQCS? If it is going to be a GA standard then we would need to self impose it within each area, or we could take it to NWCG and have them look at making it an IQCS position with required training/task books/ etc. Lisa said she would talk with Tom Zimmerman on whether it is better to go with it as a self imposed guideline or take it to NWCG.
Mary noted that OWDC has a new process for getting new positions and the changes have to be in by Feb. 1st for this year. Mary will send Lisa the information she has on OWDC regarding what types of positions they work on.
Laurie noted that through S495 work they are in the process of creating a geospatial analyst in IQCS, but that



that isn't necessarily linked to being a fire behavior specialist in WFDSS since it is not related to red card quals. Conclusion for now was is that it should be a GA guideline.

- 02/24 Update: As a group, we do not have the authority to decide what skills an individual needs to have to become a Fire behavior specialist in WFDSS. The WFDSS roles are not related to red card quals. Vote that it needs to be moved forward through channels to NWCG. Concern was raised post call that if requirements are too stringent we will then limit the pool of analysts which is already limited. DISCUSS FURTHER NEXT CALL?
- 03/17 Update: After further discussion, the group agreed that this document needed to be explained further to clearly articulate recommended standards so we don't limit the pool of fire behavior resources.
- 4/21 Update: The document will be sent to the group that was interested in reviewing it the week of April 25, to be turned around by the end of the week. Tom will add to the agenda the beginning of May with documents sent for NWCG's preview by May 9th. Tom will present to NWCG on May 18th.

Action Item 14	Complete	Martha Williamson/Brenda Wilmore/Kevin Knauth
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Review and provide feedback to "WFDSS thought Flow Document" to assist with providing users suggestions on where to include information in their Decision Documents.

- 01/20 Update: Brenda thought that what Martha put together looked good. Brenda's feedback is that we need to emphasize that the rationale needs to be done and where it is located since it doesn't have a tab, and is in the incident content. This is ready for Marlana to look at and update based on the feedback from Martha and Brenda.
- 02/24 Update: The new "thought flow" document, renamed "Publishing a Decision" will be posted soon.

Action Item 15	Complete – Reevaluate Fall 2011	Nancy Lee Wilson
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Talk to Fire Use sub-committee on the potential of a Decision Document technical specialist position.

- 01/20 Update: Nancy got with Dick Bahr (chair of fire use/policy/WFDSS committee), she spoke with Michael Morgans (he gave her a lot of help and a form that was needed). Tech spec requests had to be in 2 weeks ago (because it has to exchange hands a few times before it gets submitted). She submitted the form for a decision documentation tech spec. What she wrote can be changed/tweaked later, but the form had to be submitted for timing purposes. She thinks they have an April meeting where they decide on these things. Consensus was that we wanted to keep moving this forward. Lisa will get the edits to Nancy and touch base with her.
- 01/27 Update: Updates have been submitted. Nancy and or Lisa will assist with the process as needed.
- 03/17 Update: Consensus amongst the group was to use the THSP this season and reevaluate in the fall. The NFDSC will work to update the Fire Behavior/Decision Support list and provide it to GA Editors later this spring. Please encourage the folks you know to complete the form so their name is on the list.

Action Item 16		WFDSS Development Team (will be communicated by Lisa Elenz)
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The WFDSS team has been researching information on archiving WFDSS Documentation. A question came up as to "can the electronic Decision Document replace the National Requirement of a hard copy being kept at the local level". It would need to be addressed to NARA that have approved the Official list of documents that are required to be kept for every incident documentation box.

- Gwenan will send what information she has to Erin/Laurie on the WFDSS development team as they research opportunities.
- 01/20 Update: Gwenan hasn't had any contact with Erin or Laurie and this item is outside of the realm of what she can do. The RDA can do the work, just wanted to touch base with what Gwenan on what she had found.
- 01/25 Update: Files have been sent to the WFM RD&A Team.

Action Item 17		WFDSS Development Team (will be communicated by Lisa Elenz)
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Roles and Privileges are confusing: add hover text when you look up user roles to explain the difference.

- 01/20 Update: Rob noted that hover text should be short, as it just appears quick, lengthier stuff should go in help. There are good role descriptions in Help. Marlana will make sure the Help is mapped.



Action Item 18		WFDSS Development Team (will be communicated by Lisa Elenz)
<p>When you bring a fire behavior analysis into the Decision Doc you don't get a legend –need legend for FB analysis, fuels data when you do a map capture.</p> <ul style="list-style-type: none"> • <i>01/20 Update: Rob-Yes we are working on this, and are working on a situation map that will be dynamic.</i> 		
Action Item 19		WFDSS Development Team (will be communicated by Lisa Elenz)
<p>Possibly add a hot button on the Course Of Action Tab to remind you to look at the Relative Risk or make more easily identifiable. Looking at possibilities with 2010/11 updates.</p> <ul style="list-style-type: none"> • <i>01/20 Update: Rob- not working on this yet.</i> 		
Action Item 20	Complete – 3.14	WFDSS Development Team (will be communicated by Lisa Elenz)
<p>Relative Risk: Move the save button to the top of the screen because if you hit the continue button before the save button you will lose all of your notes. Should be revised winter 2010/11.</p> <ul style="list-style-type: none"> • <i>01/20 Update: Yes, this is being worked on. Rob can't remember the details but thinks there will be a save and a continue button.</i> 		
Action Item 21		WFDSS Development Team (will be communicated by Lisa Elenz)
<p>Look into why MAPS can't be renamed after they are created and before the decision is published.</p> <ul style="list-style-type: none"> • <i>01/20 Update: Rob will look into this.</i> 		
Action Item 22		WFDSS Development Team (will be communicated by Lisa Elenz)
<p>Issues with Multiple Approvers - review the process for approvers and streamline the way to change approvers – make it as simple as possible for the AA's to go in and approve, do a periodic assessment, delegate down to the field etc.</p> <ul style="list-style-type: none"> • <i>01/20 Update: the issue is that if there is more than 1 approver it is only the last approver that gets to select the box to indicate if they want to receive a reminder email the morning before the assessment is due, but you can't order the approvers and designate who will get to check that box, it is just the last approver to go in. A solution would be to allow each approver to check as to whether they wanted to receive the email. Rob will check in to this.</i> 		
Action Item 23	Complete/Unresolved	WFDSS Development Team (will be communicated by Lisa Elenz)
<p>Review the 14 day Periodic Assessment limitation, possibly extend time period.</p> <ul style="list-style-type: none"> • <i>01/20 Update: People have asked for the date to be extended if a fire is contained or controlled, but the answer from Tom Zimmerman has been no, because there have been too many fires that have been in contain/control status where continued assessment was needed. Lisa will ask Tom about this.</i> • <i>02/24 Update: Tom gave some background as to this requirement. At this time extending the 14 day Periodic Assessment will not occur.</i> 		
Action Item 24		WFDSS Development Team (will be communicated by Lisa Elenz)
<p>Final Fire Perimeter – Agency direction is needed on uploading final fire perimeters. Can some of this be automated?</p> <ul style="list-style-type: none"> • <i>The WFDSS team will work with folks that already have final fire perimeters consolidated the best data available. (AK, BLM, CA, etc).</i> • <i>01/20 Update: Gladys- For final fire perimeters for 2011 we are going to follow same process as the last 2 years which is to gather the AK and CA perimeters from their systems and combine that with GeoMac. When there are duplicate fires they will look at the source, dates, etc, to determine which to keep. The only difference this year will be that they will also add the perimeters that were collected in WFDSS. We know we</i> 		



will get duplicates and will set up criteria for deleting the duplicates.

Shari noted that she thought this item was about the issue that there is no direction from agencies that we must put a final perimeter in WFDSS.

- 01/28 Update: In the next release (R3.14) which is tentatively planned for early March 2011 we plan to re-organize and add new content to the WFDSS layer switcher tree. This will give us an opportunity to add additional historical fire perimeters. Currently the WFDSS layer switcher under Fire-Related has the following historical fires:

☒ Fire-Related

☐ Active MODIS

☐ Fires Since 01/01/2010

☐ Historical Fires 2001-2009

☐ AK Fires 2000-2009

☐ CA Fires 1995-2009

☒ Incidents

☐ RAWs Stations



The plan is to merge all the fire perimeter data into one Historical

Fires layer and then break the layer out into categories by year(s).

During the next month we will be 'mining' and calling Agency

contacts to collect fire perimeters.

- 02/24 Update: Reorganization of the WFDSS layer switcher tree will **not** be part of 3.14 release. Historical fire perimeters is now tentatively planned to be updated by the middle to end of April in order to capture all agency historical fire perimeter data.

Action Item 25

WFDSS Development Team (will be communicated by Lisa Elenz)

GIS Data – concern was raised that this might be better served at the geographic or regional level. How do we work to ensure the data used in WFDSS is the best data?

- 01/27 Update: Per notes from the AAR – The WFDSS development team will continue to work to ensure data management is addressed at all levels. Consider data at the local, regional/geographic, and national level. At this time the WFDSS team takes care of the National Level data. Coordination must continue to ensure that regional/geographic level data is provided for upload. The WFDSS team will continue to work to determine new information that is needed and provide it. They are looking at new processes for housing and updating data by coordinating with other working groups.
- 01/28 Update: **GIS data from local, regional/geographic, and national levels-** With the Unit Shape capability added in the latest release (R3.13) this allows geospatial data from the local unit to be added to WFDSS by a local unit. The Interagency WFDSS GIS Teams main focus for the past 2 years has been national layers. As noted there is interest in the regional/geographic GIS layers. On the next GA Editor call we would like to discuss opportunities for addressing the regional/geographic GIS layers.
- 02/24 Update: Proposing a separate data manager webinar to address unit shapes, FMU "All" options, regional/geographic data, etc. Tentatively planned for end of April – stay tuned.

Action Item 26

Complete

WFDSS Development Team (will be communicated by Lisa Elenz)

NFDSC SOP Update – need to consider some type of cost tracking sheet that can be given to the GA when departing so they have a sense of who worked on fires remotely and aren't surprised by charges that show up. Post NFDSC SOP's to WFDSS website.

- 01/20 Update: We are updating our SOPs, draft information is on the RDA webpage, when we get them updated we will everyone know.
- 04/21 Update: SOPs are posted to the WFM RD&A website. www.wfmrda.nwcg.gov

Action Item 27

Complete

WFDSS Development Team (will be communicated by Lisa Elenz)

Role of the NFDSC – WFM RDA – National Editor. Who do we report to, how did we come to be, role of the fire directors, who is doing what and when.

- 01/20 Update: Lisa will talk with Tom and brief on the next call.

Action Item 28

WFDSS Development Team (will be communicated by Lisa Elenz)



		Elenz)
Decision Documentation – There is an interest in the ability to upload other file types, to print a PDF document, and print draft documents.		
<ul style="list-style-type: none"> 02/24 Update: Printing a PDF document is being worked on but funding shortages may postpone it because it involves buying software. No draft documents either. 		
Action Item 29		WFDSS Development Team (will be communicated by Lisa Elenz)
WFDSS Functionality – Feedback is there is confusion with the process. Confusion between Course of Action, Objectives, and Requirements. Would like to know there is documentation when people make changes to a document (fingerprints).		
Action Item 30	Complete - Ongoing	GA Editors
<p>GA Editors to identify good Decision Document people and send names to Lisa.</p> <p>GA Editors to send “good” Decision Document examples to Lisa for consolidation. (Action Item 6)</p> <ul style="list-style-type: none"> 01/20 Update: If you know good decision doc people we want to get a list so we can collect these people and call them when needed- this will be ongoing. 02/24 Update: No information on good decisions has been sent to Lisa from the GAEs. 03/17 Update: GA Editors are to encourage Decision Document Technical Specialists to complete the Fire Behavior / Decision Support Availability list so their names can be used for THSP requests. See Item 15. 4/21 Update: The document for reviewing portions of good decisions should be posted to the web about May 2nd. The 2011 Call-When-Needed Fire Behavior/Decision Support Specialist Form has been circulated. After May 15th the list will be consolidated and sent to the GA Editors and updated monthly after that. If people are interested in signing up the document can be found at https://spreadsheets.google.com/a/firenet.gov/viewform?hl=en&formkey=dFhmaENNMDVHNfFwWnoyZlYtdWE3OUE6MQ&ndplr=1 		
Action Item		Items from GA Editor Call
Protecting Agency –		
<ul style="list-style-type: none"> Please provide Rob with better information as to why this is needed in the fire information tab of WFDSS. 02/24 – Discussed with new updates to the Information Tab. See call notes for details. Follow up needed by the WFDSS Team. 		
Line Officer’s Text Box –		
<ul style="list-style-type: none"> 01/20 Update: Gwen noted that what they had mentioned in November was that if a person approving a decision doesn’t have a WFDSS profile (like a state or other non-fed agency/cooperator) there isn’t a place to note in WFDSS that they have also approved it. They had proposed putting a text box with the Approver section that could be checked and then they could type in the person’s name/affiliation and indicate that they were approving the decision as well and have signed a hard copy outside of the system. Rob said he would have to think about that for a bit. 		
Automatic Acreage Update / Final Fire Perimeter –		
<ul style="list-style-type: none"> 01/20 Update: Decision to discuss next call. For the time being leave the final fire size check box. 		