



GEOSPATIAL TASK GROUP

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

Provide the NWCG IRMWT, PMO and all other NWCG Working Teams with quality information and advice, regarding use of geospatial data, applications, standards and processes in support of interagency wildland fire management, consistent within the mission of the NWCG.

V. Objectives

- A. Provide a coordinated interagency point of contact for the NWCG IRMWT regarding the use of geospatial technology in support of wildland fire management.
- B. Work to ensure coordination with all NWCG Working Teams, Federal and State agencies at all levels to provide proper and efficient use of geospatial technology in the support of wildland fire management.

- C. Recommend and review interagency standards and processes to ensure that quality geospatial information and tools are available for use in wildland fire management activities.
- D. Provide awareness and information on the application of geospatial technology in support of wildland fire management.
- E. Develop proposals for interagency geospatial data standards. These proposals will be routed through the NWCG Data Administration Working Group for interagency review and approval.
- F. Recommend or develop interagency strategies that will promote the use geospatial technology to support the wildland fire community.

VI. Organization

The Team is under the direction of the NWCG IRMWT and will interact with the PMO, NWCG affiliated investments and 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. Coordination with the IRMWT will be through the IRMWT liaison. 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 one representative from each of the cooperating Federal wildfire management agencies (with technical advisors as alternates), one Western and one Eastern States representative, an IRMWT liaison and one technical advisor from USGS. The number of members of this Working Task group shall not exceed 10, including the Chairperson.

Members of this Task Group are appointed by their respective agencies and 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 decision making process within their agencies, regarding the use of Geographic Information Systems in support of wildland fire management.

VIII. Work Groups

Work groups may be established by the GTG, with documented concurrence of the IRMWT Chair, to address specific issues that can be resolved within short, finite time frames. The composition of work groups will represent different geographic and organizational perspectives and may include personnel from a variety of agencies and organizations. Work group reports and recommendations will be submitted to the GTG for approval and/or further action. The GTG will identify a liaison to any work groups it establishes.

IX. Chairperson and Vice-Chairperson Authorities and Responsibilities

The Chairperson and Vice-Chairperson duties will rotate between the group members every two calendar years. The rotation schedule is:

The order of rotation is:

Agency	Chair	Vice Chair
USFS	2002	
BLM	2003/04	2002
NPS	2005/06	2003/04
Eastern States	2007/08	2005/06
FWS	2009/10	2007/08
Western States	2011/12	2009/10
BIA	2013/14	2011/12
USFS	2015/16	2013/14

- State Representatives may decline the chair or vice chair roles

- A. The Chairperson has the following responsibilities and authority once the objective, work plan, and meeting dates are approved by the IRMWT:
1. Authorized to convene meetings and conference calls.
 2. Requests and schedules agenda items for meetings.
 3. Recommends to the IRMWT the need for further resources and authorities.
 4. Submit annual work plans and budget requests to the IRMWT. Budget requests submitted by September 30, one year prior to beginning of fiscal year in question.
 5. Assign work to members for specific projects or tasks.

6. 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 and conference calls

At least two (2) meetings will be held annually. The last meeting will be held to prepare an annual operating plan (work plan) to identify activities and resource needs for the upcoming year. Conference calls will be scheduled as needed.

The GTG will make decisions by consensus among the identified committee members. Subject matter experts or other individuals invited on an *ad hoc* basis provide information/recommendations but are not involved in the consensus decision

X. Reports and Evaluations

- A. Reports: The GIS Task group will submit annual work plans and accomplishment reports describing areas of investigation, time lines for deliverables, and estimated resources needed to meet the timeline. Accomplishment reports will be submitted through the IRMWT liaison 30-days prior to the spring IRMWT meeting. Work plans and budget requests will be submitted 30-days prior to the Fall IRMWT meeting.
- B. Evaluation: The IRMWT will provide direction to the Task Group and evaluate the performance of the Task Group to act on that direction. Evaluations and direction will be submitted through meeting minutes and the IRMWT liaison.

XI. Durations and Termination

The duration of this task group is expected to be indefinite, but can be terminated by the IRMWT chair with consensus of the IRMWT and approval by the NWCG Liaison. The Chair of the NWCG will be informed in writing of task group termination.

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