

NFPORS Meeting
Boise Idaho
November 1-13, 2003
(Notes, stholen, version 11-1-03)

SUMMARY

Next Meeting: December 17, 2003, 3:00 Eastern Time

Summary of Action Items

Agreements on the Training Section

- Dave: Slow the training down, look into other training systems
- Peter: SFA training begins next week
- Dave: Update material and user manual, update with release 1.7.2 by January with glossary as an attachment, slow releases down so manual can be updated

Agreements on the Communication Section

- Russ: do a mass mailing on the new web site, will also use this mailing to update user accounts
- Peter: the web site will be up on Friday, November 14, 2003 with links provided on Monday, November 17, 2003
- Russ and Peter: Continue Q&A sessions
- User group: feed info to Peter for web site

Agreements on the Management Dashboard and Brio Section

- Users Group: send ad hoc reports to Russ and Dave for quality check and library
- Peter: post draft requirements document on NFPORS website
- Users Group: provide comments to Russ and Peter on requirements document by December 10, 2003, please send your comments as bullets. Peter and Russ will send out consolidated comments for discussion at the December meeting

Agreements on the Quality Assurance Portal Section

- Peter: send out document of business rules for quality assurance next week, start with those, will review the remaining business rules at a later meeting
- Users Group: Review rules and come prepared to discuss any recommendations for changes or additions at the December conference call

ACTUAL NOTES

1. Sign in sheet and agenda are attached

2. Welcome and Introductions

People introduced themselves and added their expectations for this group.

- Provide answers for the field
- Work with the field to provide guidance, program should be user friendly and include future uses
- Why did the number of members change? Keep at this number
- Continual improvement of the program
- Share successes

- Feedback on what is working, what can be improved, and keep it simple
- Listen
- Program is successful for the input people
- Program is user friendly and improvements are made
- We are all on the same page and provide answers to the field
- Easier for field input, have consistency in input, and more instruction
- Honest forum for discussion
- Priorities for NMFORS, including cost and time
- Learn more about this group
- Streamline data entry
- Equalizers – which NFPORS projects qualify?
- Consistency across agencies
- Simple system
- Work on the business rules
- Prioritize the changes
- Be able to integrate data from FACTS to NFPORS

Side Note: faxed agenda and sign-in sheet to Sue Preece at (202) 205-1045

3. Facilitator Opening Comments

Reviewed agenda, added the following topics

- Training and communication
- User interface
- Composition of the group
- Sideboards of the change list
- Prioritize the changes
- Copy from fiscal year to fiscal year on a locked treatment
- Management dashboard
- Fire occurrence data in management dashboard
- User survey

4. Purpose of the User Group (Harry speaking for Tim and Corbin)

I did not take detailed notes

- Described the history and use of the program – realize it is a top down system
- Described the role of Russ and Peter – they have the tie-breaking “vote” if the group can not agree, they have the “final say”

5. Protocols for Future Group Meeting

Discussion:

- Regular meeting, more often in the beginning, move to longer intervals in the future
- Conference calls periodically
- There is no video conferencing capability at the field
- Same day of the month
- Notify user of changes
- Newsletter has not been getting to some agencies due to firewalls

- Once a month conference calls
- Face-to-Face meetings quarterly, 3 times or maybe 2 times a year
- Base on budget
- Not meet face-to-face- during fire season (May-Oct)
- Set times for face to face meeting on December agenda, good months are early November and March or April
- Bridge: (877) 986-2174, pass code 661696

Agreed to try this and change if needed

- When: Third Wednesday of the month at 3:00pm Eastern Time starting in December
- Type: Conference Call
- Duration: 2 hours
- Chair: Russ – lead the meetings
- Co-chair: Peter – send out draft agenda, reminder of meeting, and prior notes, potential agenda items are to be sent to Peter, 10 days prior to meeting, post notes and agenda on web site, create a document to track issues
- Note taker: Pat will be the first person
- Rotating position (brief notes: decisions, action items tabled items and any changes to the prior meeting notes, no names tacked to comments)
- Agenda Outline:
 - Attendance
 - Review any changes to previous meeting notes
 - Agenda items
 - Round Robin
 - Summarize current decisions

How decisions are made

- Group operates by consensus
- Without that the group cannot make a strong recommendation
- If we cannot agree, maybe it is not a priority
- If consensus cannot be reached (rare occasion) Peter and Russ will take a minority and majority report to the business leaders for a decision.
- Changes do go through the CCMT

6. Status report

I did not take detailed notes

7. Topic Development

Decided which topics to cover, gave each person 3 dots and the topics with the greatest number are the ones we would cover tomorrow. Agenda Topics results:

- Training (9)
- Management dashboard (7)
- Quality Assurance Portal (6)
- Communities at Risk (3)

- Reporting accomplishments and performance measures (3)
- Community Assistance (2)
- User interface (2)
- Approval Toolkit (1)
- Fire occurrence data in Management dashboard (1)
- Composition of User Group (-)
- Sideboards for change list (-)
- Priorities for recommending changes (-)
- How to copy from Fiscal year to Fiscal year for a locked treatment (-)
- User survey (-)
- Face-to-Face Meetings –Determine Dates for Early November and March/April meetings (-)

Side Note: Discussion on the status of the charter

- Add representatives from fuels/rehab/community assistance
- Incorporate edits and acquire signatures – Peter and Russ

8. Topic: Training and Communication

Discussion Training:

- Slow SRC
- The training is helpful
- Look into other systems (cd, less users per session)
- Slow training down
- BIA web site open to all www.bianifc.org Use table of contents, go to NFPORS
- Issue of keeping up
- User guide
- Initial training and continued education
- SFA – yes to future training (next week)
- Acknowledge there is still a need for training
- Train the trainer - prepared to do a road show
- There is a need for training in Boise
- Train new users and retain the trainers
- Especially when ESA and community assistance are stabilized
- Ted is planning three sessions in Boise
- Do you want to use the existing community or build an organization to handle training

Agreements on the Training Section

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Discussion Communication:

- NEPHORS website
- Russ mass mailing on web site can also use to update accounts

- Fish and Wildlife site on the intranet www.fii.fws.gov.fuels (not accessible to other agencies)
- One central official website for users, who should maintain
- Include a list of trainers on website
- User group feed info to Peter for web site
- Info not making it to user level
- Mass mailing, (with some other method for BIA) for web page announcement
- Continue Q&A session, it is beneficial
- Web based training can be tailored to specific issues

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9. Topic: Management Dashboard

Discussion: (existing general list of items for improvement)

- Printer friendly, maybe PDF
- Multi year
- Hazardous fuels
- Consistent with data collection tool define accomplishments the same
- Change to target acres (“beefus” (?))
- Two types of reports: Complete set of performance measures reports and all others
- Improve titles
- Share ad hoc reports developed through brio
- Treatment over the next 30 days and planned direct cost reports are not used
- Requirements document draft on NFPORs website, add as draft future agenda item, review and come prepared to discuss
- Missing trends
- IDEAS program incorporate into management dashboard

Discussion on Brio

- Order of tables provides different results
- Need a warning to users on this
- There is a training handbook on line
- There is a NTC course on Brio 500 pages available to DOI people
- Access at all levels not just power users
- Categorize level of users
- Original intent was manager
- Most managers go through user group to get reports
- DC folks use this more
- Data collection tool and MD integration

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10. Topic Quality Assurance Portal

Discussion:

- Leave it for now, change later
- Soft items -do we really need them
- Hard/soft requirement - what is what
- Interagency aspect
- Condition class and acres
- Latitude/longitude
- Time to know condition class change
- Can edit
- Ted has a list of critical items
- False positives
- 2-digit condition class
- Not jump gun
- Tie to performance measures
- Goal is to move data to consistent level

Agreements on the Quality Assurance Portal Section

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11. Closing comments

- Key to success of this group is to maintain involvement
- Be accountable
- Keep others informed
- Participation in NFPORS is not optional