

**Pacific Northwest Wildfire Coordinating Group
Geographic Information Systems Working Team Charter
Revised Charter 2/12/06**

A Geographic Information System (GIS) is an organized collection of computer hardware, software, geospatial data, people, and methods designed to efficiently capture, store, update, analyze, and display all forms of geographically referenced information. GIS is a widely used tool that supports planning and decision making across many disciplines. As Fire Management Planning and Incident Support have become more complex, there has been a growing demand for the use of GIS. The development and maintenance of GeoSpatial Information can be expensive and time consuming. Coordination and Cooperation are necessary to control costs, reduce duplication, and improve the quality of GeoSpatial Information.

Mission

To provide an efficient and effective way to meet fire program needs for GeoSpatial Information through an Interagency forum. To develop a process for coordination of Interagency sponsored GeoSpatial Information Initiatives. The GIS Working Team will work to support and implement strategic and tactical applications of GIS for the Pacific Northwest Wildland Fire Community.

Objectives

Develop and perform a specific GIS needs assessment for PNWCG sponsored activities and programs.

Coordinate and facilitate the development, distribution, and maintenance of GeoSpatial Information for Fire Management at the Geographic Area level.

Coordinate and facilitate the distribution and maintenance of GeoSpatial Applications that support Fire Management Operations, Logistics, and Communications.

Recommend solutions to current problems involving GeoSpatial Information and Applications needed for effective Fire Management.

Cooperate with other Working Teams to address issues and develop solutions that benefit the Wildland Fire Community in the Pacific Northwest

Work on assigned tasks from PNWCG Steering Committee and Working Teams.

Identify training and course development needs within the fire management curriculum, which are required to maintain a roster of qualified GIS Technical Specialists.

Provide information and support for IT related issues related to Geospatial information for Incident Support.

Membership

The GIS Working Team will be composed of representatives from each of the following agencies in the Pacific Northwest Geographic Area:

USDA - Forest Service
USDI - Bureau of Indian Affairs
USDI - National Park Service
USDI - Fish and Wildlife Service
USDI - Bureau of Land Management
Oregon Department of Forestry
Washington Department of Natural Resources
State Fire Marshal's Offices/Oregon Fire Chiefs

Representatives from other Emergency and Information Services agencies will participate as needed. Each agency representative will be responsible to ensure that respective agency policy and procedures are maintained and that the appropriate fire managers are briefed on workings of the group.

Officers

The GIS Working Team will elect a Chair and Vice Chair for two year terms.

Duties of the Officers

Responsible for administrative action to ensure mission attainment.

Assign task groups as needed.

Establish meeting time, place, and agenda.

Acts as the clearing house for Working Committee business and reports.

Records notes, edits notes, and distributes notes.

Report to PNWCG on the workings and recommendations of the committee.

Duties of the Members

Accomplish work assigned.

Participate in Meetings.

Review all material submitted to the GIS Working Team.

Ensure that agency personnel are briefed on the GIS Working Team activities and business. Each member is responsible for representing their agencies interests in matters brought before the GIS Working Team.

Meetings

Regular meetings will be held as needed to accomplish the mission and objectives of the GIS Working Team. Quarterly meetings are desirable but not required.

Four members shall constitute a quorum for voting purposes.

Ad Hoc Sub-Groups

Ad Hoc Sub-Groups may be established as special needs arise. In no case will an ad hoc group exist longer than one year. Ad Hoc Sub-Groups can be re-chartered annually. Ad Hoc Sub-Groups that require assignment of additional agency resources over and above the GIS Working Team resources will be approved by PNWCG before they are established.