

Interagency Dispatch Improvement Project Conference Call Notes

Location: Teleconference: 866-564-7549, passcode 120523#

Meeting Date/Time: Sept 22, 2010: 10:00-12:00 MDT

Attendees:

- Jim Douglas, IDIP Project Chair: Senior Advisor to Deputy Asst. Secretary for Law Enforcement, Security and Emergency Management, DOI, Washington DC
- Tom Wordell, Project Coordinator: BLM, Boise, ID
- Kolleen Shelley, IIOG Project Manager, USFS, Boise, ID
- Jim Kenna, Arizona State Director: BLM, Phoenix, AZ
- Kelly Castillo, State Fire Management Officer, BLM, Phoenix, AZ
- Ron Ketter, (for Randy Moore), R5 Deputy Regional Forester, USFS, Vallejo, CA
- Joe Millar, R5 F&AM Director, USFS, Vallejo, CA
- Gilbert Zepeda, (for Corbin Newman), R3 Deputy Regional Forester, USFS, Albuquerque, NM
- Doug Nash, (for Vaughn Stokes), Deputy Chief Information Officer: USFS, Arlington, VA
- Paul Bannister, (For Jim Abbott), Fire Branch Chief, BLM, Sacramento, CA
- Kim Christensen, NICC Center Manager: USFS, Boise, ID
- Susie Stingley, N. CA GACC Center Manager, USFS, Redding, CA
- Robin Poague, R3 Special Agent in Charge, USFS, Albuquerque, NM
- Kenan Jaycox, SW GACC Center Manager, USFS, Albuquerque, NM
- Bob Kuhn, Project Manager for Management Efficiency Studies, USFS, Boise, ID
- Betsy Walatka, Program Analyst/COR, USFS, Juneau, AK

Topic: Dispatch Optimization Pilot Project for R5 and R3

Meeting Notes:

Jim Douglas took roll call and introduced everyone who was on the call. He then spent a few minutes providing some background on the Interagency Dispatch Improvement Project (IDIP) and the purpose of the optimization project.

The remaining discussion revolved around differing opinions about the need for one core team to provide overall project management, approach, and methodologies versus the need for geographic area specific executive oversight and task groups to ensure solutions address specific issues unique to each area and have within-area leadership support for implementation.

Much of the discussion focused on a briefing paper Kelly Castillo developed outlining a SW Area approach and the action items needed to accomplish the project.

Decisions Made:

It was agreed that a “ground up” approach would be taken to allow each geographic area to stand up a task team to identify key issues/questions that need to be resolved and problems that need to be fixed. The task teams would collaborate and compare notes to identify common and unique issues that need to be addressed by the project. This work would be accomplished this fall in preparation for a January meeting with a “Bridge Team” and the contractor to help develop a full project plan.

To accomplish this, the following actions were agreed to:

- Each geographic area agency leaders will assign a task group leader and team to identify dispatch issues/questions and problems that need to be addressed and/or fixed.
- The task group leaders for CA and the SW will periodically confer and share notes.
- The task group leaders for CA and the SW will utilize the Briefing Paper (BP) by Kelly Castillo as a template, agree on a common framework and modify it so it works for both areas, identifies the key representatives that need to be involved (Action Items 1 and 2 in the BP) and serves as a joint plan to outline the issues, questions, and problems that need to be resolved by the project
- The task group leaders for CA and the SW will provide a status update of their progress on the afternoon of October 13, 2010 for the IDIP Steering Group meeting in Albuquerque, NM.
 - This status update needs to identify standing groups/committees, partners and other entities that need to be included in a Communications Plan.
- At the Oct 13-14 meeting, the IDIP steering group will resolve other Dispatch Optimization project management issues such as overall governance of the project and who needs to be on the “Bridge Team” to interface with the contractor (MAI)
- Susan Boscoe, the primary consultant from MAI, will attend the first day of the IDIP meeting in October
- A one or two day “pre-planning” meeting with Jim Douglas, Tom Wordell, Betsy Walatka, Susan Boscoe, and the CA and SW task group leaders will be held in December (tentatively scheduled for Dec 8-9) to sketch out a project plan prior to a more formal meeting in January with all the principal representatives.
- A meeting will be held in January 2011 (tentatively scheduled for Jan 10-14, location TBD) to bring together key task group representatives, the Bridge Team, and the contractor to agree on the approach, identify common and unique issues that need to be resolved, and start to develop an overall project plan.
- The official contract period of performance will begin in January 2011 and last for 6 months under the initial funding provided by the USFS.
- It is expected the entire project will last 12-16 months and wrap up in early 2012.

Jim Douglas stressed the importance of having ALL the affected partners involved during the project. He encouraged both areas to reach out and make contacts to ensure this occurs. He also asked how the counties could be involved because of their involvement with LEI operations.

Jim Nash requested the Task Group leaders for CA and the SW identify what IT/Telecommunication resources will be required to support the project and to provide that information during the Oct IDIP status update.

The need for a communications plan was also identified in order to provide briefings to the appropriate executive and governance groups as well as to outreach to employees and partners so they know what is going on. Betsy and Bob agreed to work on this and to issue a letter through the USFS acknowledging the initiation of the project.

End.