

**FPA Executive Oversight Group (EOG)
Meeting Summary
April 25, 2008**

On April 27, 2008 a meeting convened of the Executive Oversight Group (EOG) for the Fire Program Analysis (FPA) in Washington, DC and Boise via conference call. Present were the EOG members, FPA Project Leadership and representative staff. The meeting was chaired by Nina Hatfield, Department of the Interior and Rick Prausa, USFS, Acting Co-Chair.

The topics of the discussion that do not appear in the decisions or actions outlined below were:

- Update on the staged roll-out strategy including the use of early adopters to more fully test the FPA system before the majority of FPU's begin using all the functions after the Western fire season.
- Success Criteria were briefly discussed and approved following minor edits (attached).
- Memo to the field from each FPA Federal partner agency has been reviewed. Final executive briefings will occur within a few days of the EOG meeting. Signatures and distribution of the memo will be coordinated by Barb Loving (OWFC/DOI) and Bill Breedlove (FS).

The following is a high level summary of the decisions and actions from the meeting.

Decision Summary

ISSUE: Feasibility of calculating Performance Measure #4 "Protecting highly valued resources areas from unwanted fires," in the June 2008 release.

DISCUSSION: Rick Prausa (FS) and Fred Wetzel (FWS/DOI) prepared background papers for the EOG which were the basis for the discussion. Interest is still high among the EOG members to "test" one or more categories or groups of Highly Valued Resources (HVR) this year to help assess the value of HVR as a performance measure and to prototype it in the system. The challenge remains to have a consistent interagency definition of "highly valued resources" before June 30th, 2008.

DECISION: Rick Prausa and Fred Wetzel will continue their work to recommend HVRs for use in the first year's analysis. They will work with members of the FPA Interagency Science Team and the FPA Executive Project Manager. This group will:

- **Develop a proposal for the June, 2008 FPA delivery that provides a short-term general and consistent interagency definition of "highly valued resources" that can be used to consider Performance Measure # 4 in the national trade-off analyses.**
- **Recommend a methodology to determine a long-term consistent interagency definition of "highly valued resources" and a process to calculate Performance Measure #4 (the Quigley et. al. proposal will be further examined for potential use in this methodology).**

The proposals will be presented to the EOG at the May 22, 2008 meeting for decision.

ISSUE: Interagency Guidance for FPA Analysis

DISCUSSION: The group lead by Rick Prausa and Jim Douglas (BLM/DOI) briefed the EOG members on the progress of developing interagency budget process and analysis guidance for FPA. They will present more specific information at the May 22, 2008 meeting. One challenge is to develop specific analysis guidance for the June 30th release in advance of completing the prototype analyses. When the direction is final, which may be following the early June prototype analysis, the guidance will be distributed by each agency, through their normal procedures.

The group is also working on a clarifying document that describes how FPA will inform and integrate into the fire program budget formulation process.

DECISION: Rick Prausa and Jim Douglas will continue to refine the interagency budget process and analysis guidance and present to the May 22, 2008 EOG meeting for discussion. They will work with Bill Breedlove, Barb Loving and members of the Fire Executive Council.

ISSUE: External Relations and the FPA Outreach Plan-Draft.

DISCUSSION: A draft EOG Outreach Strategy (supplemental to the full communication plan) was developed by the FPA communications staff, DOI external affairs representatives and the Forest Service Office of Communication. The discussion centered on the role of the two Washington Office External Affairs contacts; David Eisenhower (FWS/DOI) and Shelley Gardner (FS). The EOG agreed that a team of public affairs personnel are needed to advise and support the FPA communications staff in providing FPA information to the fire community as well as agency leadership outside the fire community. This team will include (in addition to David and Shelley) the FPA communications staff, public affairs or designated staff from each bureau, and the External Affairs staff at NIFC. David will be visiting Boise the week of April 28 to meet with FPA and NIFC staff.

DECISION: In order to add the necessary Washington Office additions to the existing FPA Communication Team, each DOI EOG member will provide David with the name of a communications contact from their bureau. This DOI group will develop a process and identify contacts in DC for DOI to disseminate information relevant to FPA to leadership within the four DOI bureaus. The focused audience for this FPA communication is line officers/agency administrators and the bureau's fire community. The week of April 28th the communications team will refine the EOG Outreach Strategy (including the FPA messages to be delivered and the timeline for delivery) and integrate it within the context of the full FPA communication plan. The week of May 5th the team will continue FPA communication according to this plan.

FPA Communications Team members/roles are as follows:

FPA Communications Director

Venetia Gempler, FPA Communications

FPA Communications Staff

Alexis Collins, FPA Communications

NIFC Communications Staff

Role: Utilize existing networks to coordinate with other FPA Communication Team members in distributing information relevant to FPA to leadership and others within the five agencies.

Karen Miranda Gleason, FWS

Don Smurthwaite, BLM

Roberta D'Amico, NPS

Scott Bradshaw, BIA

Rose Davis, FS Public Affairs

DOI Washington Office Communications Coordinator

Role: Advise and support efforts to develop communications strategy and work with DOI Agency Communications Liaisons in Washington to disseminate information relevant to FPA to leadership and others within the four DOI bureaus.

David Eisenhower, FWS/DOI External Affairs

USDA Washington Office Communications Coordinator

Role: Advise and support efforts to develop communications strategy and disseminate information relevant to FPA to leadership and others within the Forest Service.

Shelley Gardner, FS, External Affairs, Office of Communication

Agency Washington Office Communications Liaisons

Role: While FPA and NIFC currently plan and execute extensive communication efforts that largely target the fire community, Washington Office Communications Liaisons provide advice and assistance to help expand FPA outreach to leadership and others outside the fire community and provide a national [Washington] perspective.

David Eisenhower, FWS/DOI External Affairs

Shelley Gardner, FS, External Affairs, Office of Communication

Jeff Krauss, BLM Public Affairs

(to be named), NPS Public Affairs

Scott Bradshaw, BIA

February EOG Actions for May EOG Meeting:

ACTION: FPA will provide to the EOG information necessary for them to make out-year, beyond 2009, decisions for system enhancements and associated adjustment to the O&M budget.

ISSUE: The existing O&M Plan does not discuss future enhancements and funding of enhancements.

DISCUSSION: Following EOG discussions and recommendations regarding future enhancements to the current scope of FPA, the FPA management team will develop an O&M Plan that will describe future enhancements, priority of those enhancements, and a cost estimate.

Next Meeting Decision Topics

1. Identifying Highly Valued Resources (HVR)

Next Meeting Discussion Topics

1. Possible enhancements to FPA for inclusion of acres treated for reasons other than reduction of wildland fire risks. (group report)
2. How FPA results will be used in out-year budget development and in support of agency business processes. (group report)
3. Update on progress made in implementation of the outreach strategy delivered through the appropriate channels in each FPA participating agency. (Dave Eisenhower and Shelly Gardener)
4. Interagency guidance for FPA (group report)

Next EOG Meetings:

May 25th, 2008 8:00a.m.-5:00p.m. EDT, Yates Building, 2nd floor

June 12th, 2008 1:00p.m.-3p.m. EDT, Main Interior Building

April 25, 2008 EOG Meeting Participants:

EOG Members

Nina Hatfield, DOI, Co-Chair

Rick Prausa, USFS, Acting Co-Chair

Carlos Rodriguez-Franco, USFS

Jim Douglas, BLM (representing Henri Bisson)

Mike Wallace, NPS (representing Dan Wenk)

Rowan Gould, USFWS (representing Ken Stansell)

Bill Downes, BIA (representing Vicki Forrest)

Keith Smith, NASF (representing Kirk Rowdabaugh)

FPA-Project

Donna Scholz, Executive Project Manager Dan Keller, Project Manager

Jaymee Fojtik, DOI Business Lead Bonnie Wood, USFS Business Lead

Venetia Gempler, FPA Communications Alexis Collins, FPA Communications

EOG and FPA Project Subject Matter Experts

Mark Beighley, OWFC/DOI Barb Loving, OWFC, DOI

Bill Breedlove, USFS Shelly Gardner, FS, External Affairs

David Eisenhower, FWS/DOI External Affairs

Chris Tollefson, FWS/DOI, External Affairs

Ken Grannemann, FWS/DOI, Chief, NWRS Information Technology and Management