ROSS Reports Management Board
Strategic Intent

Contents

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1 Identification

The ROSS Reports Management Board, referred to as RRMB, functions under the direction and guidance of the National Coordination System Committee and the ROSS Configuration Control Board.

2 Strategic Intent

2.1 Vision:

Ross information is readily available. Standard reports give users quick and easy access to critical information that supports national management functions and decision-making. Optimize use of ad hoc reports to meet specific needs without reproducing efforts. An organization exists sufficient to maintain reports and report processes. Training curriculum is available to support the organization and organizational processes.

2.2 Purpose:

Provide governance to ROSS Reports and Reports Training. This includes organizing ROSS Report Users, managing processes, products and training to effectively meet user needs.

2.3 Mission:

Organize a hierarchy system of ROSS reports. Develop report standards. Advise and guide users and user communities. Organize and implement comprehensive training programs. Maintain and evaluate existing reports, reporting systems and general business practices. Provide input and feedback to technical systems. Organize and provide guidance for report changes at all management levels (national, user community).

2.4 Responsibility:

The Board provides the necessary stewardship to ensure that ROSS reporting systems delivers timely information to decision-makers via a trained and well-organized network of users. Specific responsibilities include:

- Assigning work Board members and/or appoint task groups from outside the membership to work on specific projects. Examples might include Incident Business Mgmt or Agency Administrator expertise.

- The chair delegating responsibilities to the vice-chair when unavailable or in need of assistance.

- Maintaining an organizational directory for communications.

- Distributing copies of the meeting/conference call minutes in a timely manner to members, NCSC and RCCB Chairs.

- Elevating issues/recommendations to NCSC, RCCB, other working teams, and as appropriate, to contacts with outside individuals or groups.

- Recommending adequate funding to support reporting networks, training, or other activities necessary to maintain or improve reporting effectiveness or efficiencies.

- Providing subject matter expertise to training cadre and to National, GACC and State or local agency leadership.

- Informing and recommending business practices and policies regarding ROSS Reports and reporting procedures.

3 Scope

Providing relevant information from the ROSS Database in service to NWCG-chartered groups and organizations, client agencies and agencies affiliated with the National Multi-Agency Coordination System.

4 Authorities

The RRMB is established pursuant to the charter authority granted to the parent National Wildfire Coordinating Group through the ROSS Configuration Control Board (RCCB) and the National Coordination System Committee.

4.1 Delegation of Authority

The ROSS Reports Management Board Chair is delegated the authority to:

- create sub-units and task teams.

5 Organization Structure & Relationships

5.1 Relationships:

Subgroup of NCSC and RCCB.

5.2 Stakeholders & Partners

- ROSS Group
- Predictive Services Intelligence
- Tier 3 Dispatch Center Managers
- Incident Management Teams
- National Wildfire Coordinating Group Committees

6 Membership

6.1 General:

Membership is composed of individuals and ROSS SMEs from Tier 1, 2, and 3 Coordination/Dispatch Centers, State and local agencies, and other partner and cooperating organizations.

Officers consist of a Chair and a Vice-Chair, who serve two year terms. Each may serve concurrent terms.

Membership responsibilities include:

Chair:
- Represents RRMB to NCSC.

- Serves as the RRMB spokesperson.

- Convenes meetings/calls.

- Presides over the meetings.

- Recommends the need for further resources and authority.

- Assigns work to task groups.

- Selects ad hoc subject matter experts to assist in issue resolution.

- Prepares and signs correspondence approved by voting members.

- Sends meeting announcements, agenda items, etc., to membership.

Vice-Chair:
- Assumes Chair responsibilities in the absence of the Chair.

- Monitors on-going projects and the development and implementation of Board procedures.

- Ensures a note taker is available for record keeping.

- Maintains the permanent record of Board activities.

- Coordinates publication of meeting minutes and other RRMB documentation on the ROSS Information web page.

- Distributes meeting minutes to the Board and the Chairs of NCSC and RCCB.

<u>Members:</u>
- Participate in all regularly scheduled meetings or send a designated representative. Solicit topics from agency and other constituents for inclusion in the meeting agendas.

- Submit sufficiently in advance any briefing papers concerning issues to be included on the upcoming meeting's agenda.

- Relay team activities and developments to constituents.

- Members who are consistently unable to attend meetings are encouraged to resign their position.

<u>Associate Members</u>
- Provide advice and guidance on relevant matters.
- Act as liaisons with the organizations they represent.

<u>Subject Matter Experts:</u>
- Assemble information requested by RRMB for presentation and peer review by the membership.

<u>Liaisons</u>
- Represent other NWCG sub-groups, stakeholders, or cooperating agencies.
- Address issues and provide information on specific topics of interest.

6.2 Primary (voting):

The primary RRMB membership is composed of representatives from the following organizations:
- NICC Intelligence Unit (1)
- GACC Intelligence Units (3)
- GACC Logistics Coordinators (1)
- State Representive (1)
- Tier 3 Dispatch Center (1)
- Incident Management Teams (1)
- ROSS Configuration and Control Board (1)
- GACC Center Manager (1)

6.3 Associate (non-voting):

ROSS Project Team (Reports Specialist)

ROSS Contractor
NIMO

Subject Matter Experts (SMEs) may periodically asked to provide advice and guidance to the board in the execution of its duties.

Liaisons may periodically asked to provide advice and guidance to the board on matters specific to the organizations they represent..

6.4 RRMB Stakeholders
Stakeholders consist of individuals from the National Coordination System and Cooperating Agencies who are organized into a cogent ROSS Reporting Network. Stakeholders are represented to RRMB by GACC ROSS Business Leads and an individual from a Tier 3 Dispatch Center. For purposes of general organization,

stakeholders serve 3 defined functions; responsibilities of the individuals serving those functions include:

GACC Business Lead
- Maintains currency as an Ad Hoc Report Writer.
- Serves as a central focus for all business issues relating to ROSS Reports and reporting processes.
- May serve as a representative to RRMB at meetings and conference calls.
- Manages Ad Hoc Report Writers indigenous to that specific GA.

Ad Hoc Report Writers
- Provide Ad Hoc ROSS reports as needed to meet business demands of the GACC, including report requests from local units within the GA.
- Mobilize virtually or in person to support ad hoc reporting needs in other Geographic Areas.
- Serve as cadre or SME in support of training and operational reporting systems.

Basic User
- Maintains basic competencies in the use of standard/user community reports.
- Provides constructive feedback through established communication networks to improve existing reports/process and/or suggesting new ones.

6.5 Communications
RRMB will meet face-to-face at least twice annually, once in the Fall to AAR issues from the preceding fire season and again in the Spring as a review in preparation for the season ahead. Conference calls will occur quarterly or as needed.

6.6 Decision Making
Officers will be elected by a simple majority of a quorum from the primary membership.

Consensus is the preferred when making changes to business practices, reports or reporting systems. Failing consensus, a 2/3 majority of a quorum from the membership is required to effect a change decision.

7 Products & Services

The RRMB provides the following products and services to users and user communities:
- Established Training regimen.
- Comprehensive marketing.
- Quick reference cards
- Operating Handbooks: GACC Leads/define communities, etc.
- Webinars/Web training/Web reference page
- Accomplishment report
- National standards
- Transition plan for new team members
- Report documentation
- Report catalog
- Response to user network/mechanism
- Funding recommendations for training/education