



GIS SUBCOMMITTEE CHARTER

MISSION STATEMENT

The FIREScope GIS Subcommittee was established to coordinate geospatial data, products, tools and services, and related research and development for California's all-hazard emergency management community. Based on ongoing needs analyses, the Subcommittee will facilitate development, maintenance, and access to standardized, consistent spatial data designed to address various aspects of emergency management -- planning, preparedness, response, and recovery. To increase the effectiveness of emergency response and environmental management, the Subcommittee will recommend standards addressing format, symbology, and functionality in printed, web-based and mobile application maps and geospatial products. The Subcommittee will also recommend best practices in geospatial data analysis and interoperability. The Subcommittee will provide recommendations on the training of ICS responders and educate management about GIS capabilities. The Subcommittee will provide, investigate and recommend methods and products for increasing organizational effectiveness and timely decision support. Finally, the Subcommittee will actively assess and meet the needs of both GIS technical staff and the end users of GIS products.

The Subcommittee's efforts will create coordinated GIS solutions to meet emergency management needs, thus enhancing the ability of member agencies as well as FIREScope to provide critical services.

RESPONSIBILITIES

- Develop, maintain and gain approval from the Task Force for a “Plan of Work” consistent with the Subcommittee’s mission.
- Collaborate with other FIREScope Subcommittees, appropriate stakeholders and subject matter experts on issues related to the “Plan of Work” to insure integration of a broad range of ideas in the final product.
- Develop and maintain FIREScope documents and products specific to the “Plan of Work.”
- Present a single document for each “Plan of Work” project representative of Subcommittee consensus.
- Maintain an awareness of current and developing trends and technology consistent with the Subcommittee’s mission.
- Determine the potential for inter-agency cooperation and operational capabilities representative of the Subcommittee’s mission.
- Review current training, certification, and qualification requirements representative of the Subcommittee’s mission and make recommendations for consistency and enhancement.



- Develop as necessary or required, position manuals, task books and other documents for use in filling ICS positions related to the Subcommittee's mission.
- Review and revise documents and ICS structure related to Subcommittee's mission.
- Maintain accurate confidential and non-confidential membership rosters for the Subcommittee.
- Report to the FIRESCOPE Task Force Liaison assigned to the Subcommittee.
- Complete other assignments as deemed appropriate by the Task Force.

AD HOC SUBCOMMITTEES

Ad hoc Subcommittees may be established by the Subcommittee when appropriate. Ad hoc Subcommittee members shall be from the approved Subcommittee roster.

MEMBERSHIP

The GIS Subcommittee will be representatives of the FIRESCOPE Board of Directors. They will be responsible for achieving all elements of the Charter and the tasks contained in the Annual Plans of Work. Participants in this category will be voting members and have the authority and responsibility to speak for their agencies in all matters relating to GIS.

Associate Members are non-voting participants and may be from either FIRESCOPE or non-member agencies. Associate members participate at the request of the primary membership on an autonomous basis to assist the GIS Subcommittee and keep informed of their progress, plans and activities for the purpose of overall coordination.

The FIRESCOPE Task Force will provide a Liaison to the GIS Subcommittee. The Task Force Liaison will assure close coordination with other implementation efforts and the Decision Process.

OFFICERS

The only required Officer of the FIRESCOPE GIS Subcommittee is the position of Chair. The Subcommittee may select a Vice-Chair and Secretary as necessary. All Officers must be active members of the Subcommittee. Officers will be selected annually on a calendar year basis, January 1 to December 31.



The Chair will be responsible for managing the Subcommittee to accomplish the annual “Plan of Work” in accordance with the FIRESCOPE Decision Process and providing status reports on the Subcommittee’s efforts to the designated FIRESCOPE Task Force liaison.

MEETINGS

At least one meeting will be held annually. Additional meetings will be held as necessary to accomplish the goals and objectives of the FIRESCOPE GIS Subcommittee “Plan of Work”. Meetings will be scheduled to not conflict with Task Force meetings.