



GIS SPECIALIST GROUP CHARTER

MISSION STATEMENT

The FIRESCOPE GIS Specialist Group 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 group 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 Group will recommend standards addressing format, symbology, and functionality in printed, web-based and mobile application maps and geospatial products. The Group will also recommend best practices in geospatial data analysis and interoperability. The Group will provide recommendations on the training of ICS responders and educate management about GIS capabilities. The Group will provide, investigate and recommend methods and products for increasing organizational effectiveness and timely decision support. Finally, the Group will actively assess and meet the needs of both GIS technical staff and the end users of GIS products.

The Group'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 Group's mission.
- Collaborate with other FIRESCOPE Specialist Groups, 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 group consensus.
- Maintain an awareness of current and developing trends and technology consistent with the Group's mission.
- Determine the potential for inter-agency cooperation and operational capabilities representative of the Group's mission.



- Review current training, certification, and qualification requirements representative of the Group'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 Group's mission.
- Review and revise documents and ICS structure related to Group's mission.
- Maintain accurate confidential and non-confidential membership rosters for the Group.
- Report to the FIRESCOPE Task Force Liaison assigned to the Group.
- Complete other assignments as deemed appropriate by the Task Force.

AD HOC GROUPS

Ad hoc groups may be established by the Group when appropriate. Ad hoc group members shall be from the approved group roster.

MEMBERSHIP

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



The Chair will be responsible for managing the Group to accomplish the annual “Plan of Work” in accordance with the FIRESCOPE Decision Process and providing status reports on the Group’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 Specialist Group “Plan of Work”. Meetings will be scheduled to not conflict with Task Force meetings.

January 2021