CALIFORNIA

SITUATION AWARENESS AND
COLLABORATION TOOL PARTNERSHIP
(SCOUT)

CHARTER

This charter establishes the Situation Awareness and Collaboration Tool (SCOUT) Partnership for the State of California.

The purpose of the SCOUT Partnership is to provide the governance structure for managing the statewide usage of the SCOUT platform among California first responders, emergency response coordinators, and other supporting response agencies.

The SCOUT platform provides an information sharing environment for small to extreme scale homeland security and emergency management incidents. SCOUT facilitates operational and tactical collaboration, training and technical management for and among the partnership. It further promotes interagency situational awareness for local, tribal, state, and federal partners.

Background

The SCOUT platform is the State of California’s deployment of the Next Generation Incident Command System (NICS) open-source software. NICS originated as a research and development project out of the Department of Homeland Security’s Science and Technology Directorate and was developed by the Massachusetts Institute of Technology Lincoln Laboratory. NICS development delivered real time geospatial collaboration and communication capabilities across all levels of responders by enhancing the quality and accessibility of sensor data and integrating location data for resources, vehicles, and personnel. During an incident, NICS provided a heightened level of situational awareness by providing an information backbone that managed and distributed data, including real-time vehicle location feeds, weather, critical
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infrastructure, and topographic information. Incident data was displayed using a web-based, open standards platform that allows users with the proper permissions to log into a map-based environment accessible via an ordinary web browser and Internet connection.

In 2010, the California Department of Forestry and Fire Protection (CAL FIRE) began piloting NICS as a tactical response tool for wild land fires in California. Over six years, participation in the pilot evolved to include all hazard emergency incidents requiring CAL FIRE units, local governments, and tribal fire departments. Moreover, NICS allowed interagency collaboration with the California Governor’s Office of Emergency Services (Cal OES), the California Highway Patrol, local law enforcement, city and county offices of emergency services, emergency managers, and other public agencies on statewide special event security. The NICS Pilot was utilized on over 300 incidents in California from 2010 to 2016.

In May of 2015, Cal OES, CAL FIRE, and the Department of Homeland Security’s Science & Technology Directorate (DHS S&T) agreed to deploy the Next-Generation Incident Command System (NICS) software for use by California’s emergency services professionals. The State of California’s deployment of the NICS software is called Situation Awareness and Collaboration Tool (SCOUT).

Authorities
Cal OES plans, prepares for, responds to, and aids in recovery from the effects of emergencies that threaten lives, property, and the environment. Cal OES is the central emergency planning and response agency in California Government that coordinates all State resources during emergencies. This Charter is entered into under the authority of the California Emergency Services Act, including Government Code sections 8550 et seq. and other applicable statutes.

The Department of Forestry and Fire Protection (CAL FIRE) serves and safeguards the people and protects the property and resources of California. Public Resources Code §4114 authorizes CAL FIRE, in accordance with a Fire Plan approved by the Board of Forestry, to provide statewide fire protection services for State Responsibility Area (SRA) lands. These levels of service recognize other fire protection resources at the federal and local level that collectively provide a regional and statewide emergency response capability. In addition, California’s integrated mutual aid fire protection system provides fire protection services through automatic and mutual aid agreements for fire incidents across all ownerships.

Mission Statement
The Situation Awareness and Collaboration Tool provides the California first responder community and supporting agencies a web-based tactical and operational response platform to assist in communication, coordination, and collaboration within incident management for all hazards, whether natural or human-made.
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Objectives
The objectives of the SCOUT Partnership are to establish the following:

1. A statewide administrative model;
2. A statewide operational model;
3. A sustainable funding mechanism for program viability;
4. A sustainable statewide training program, including curriculum, instruction, and training schedule for end users, supervisory and administrative training; and
5. Sustainable technical services for platform architecture, including maintenance, hosting, and technical support.

Membership
The SCOUT Partnership consists of two levels of operation. Each level is described in terms of responsibilities, membership, operating procedures, and information flow.

1. SCOUT Executive Committee
2. SCOUT Steering Committee. The following standing subcommittees will advise the Steering Committee:
   - Technical Subcommittee
   - Operations Subcommittee
   - Training Subcommittee
   - Additional Subcommittees, as directed by the Steering Committee

All changes to the membership, including membership eligibility and expectations will be discussed and directed by the Executive Committee.

Executive Committee
The Executive Committee shall consist of representatives from each Principal Agency and advise Cal OES regarding the implementation and maintenance of SCOUT. This includes, but is not limited to, advising on policy decisions regarding data exchange, funding priorities, and SCOUT administrative structure.

The SCOUT Principal Agencies are:
- California Governor’s Office of Emergency Services (Cal OES)
- Department of Forestry and Fire Protection (CAL FIRE)

The SCOUT Executive Committee shall consist of the following representatives:
- (2) Executive representatives, Cal OES
- (2) Executive representatives, CAL FIRE
- (1) SCOUT Program Manager (non-voting)
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A Cal OES staff person will chair the Executive Committee, and the Executive Committee may elect from its membership a vice chairperson.

Executive Committee members will provide timely resolution on all issues presented. Where consensus cannot be achieved, the Executive Committee may require further action or refer the matter to Cal OES.

The Executive Committee shall establish a Steering Committee to meet the operational needs of the SCOUT mission.

Minutes
Minutes shall be recorded for all Executive Committee meetings and, as soon as practicable after each meeting, shall be distributed to each Committee member.

Meeting Schedule
The Executive Committee will meet at least twice a year and may choose to schedule more meetings as deemed necessary to accomplish the program’s mission.

Membership Term
Executive Committee members shall serve for a term determined by their sponsoring Principal Agency.

Steering Committee
The SCOUT Steering Committee shall contain public safety and technical experts who are dedicated to successfully developing, implementing and sustaining SCOUT.

The SCOUT Steering Committee shall consist of the following representatives from SCOUT Participating Agencies:

- Executive representative, Cal OES
- Executive representative, CAL FIRE
- (2) Functional Area Administrators, CAL FIRE Regions (North/South)
- (1) Functional Area Administrator, CAL FIRE Sacramento Headquarters
- (1) Functional Area Administrator, Cal OES State Operations Center
- (1) Functional Area Administrator, Cal OES Law Enforcement Branch
- (1) Functional Area Administrator, Cal OES Fire & Rescue Branch
- (1) Agency Administrator Representative from the following communities
  - California National Guard
  - Local Fire Agency
  - Local Law Enforcement Agency
  - Operational Area Emergency Manager
  - Utilities
- Other members as deemed necessary by the Executive Committee
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Voting rights will be conferred upon Steering Committee members from Participating Agencies that contribute to the financial support of SCOUT. All other Steering Committee members will be non-voting members. *

The Steering Committee shall elect a chair and vice chairperson from among its members.

Steering Committee members shall provide timely resolution on all issues presented. Where consensus cannot be achieved, the Steering Committee may raise the matter to the Executive Committee for resolution.

The Steering Committee may establish subcommittees and/or working groups to meet the needs of the SCOUT mission.

*This requirement does not take effect until a Sustainable Funding Model has been made available to all Participating Agencies.

Minutes
Minutes shall be recorded for all Steering Committee meetings and, as soon as practicable after each meeting, shall be distributed to each Committee member.

Standing Subcommittees
The Steering Committee may establish subcommittees to address the technical and operational needs of SCOUT. The chairperson of each subcommittee shall provide periodic reports to the Steering Committee during the Steering Committee’s regular meetings. As tasked by the Steering Committee, the subcommittees shall advise on opportunities to enhance SCOUT, provide policy and standards recommendations to the Steering Committee, and offer subject matter expertise to Steering Committee projects under consideration.

The membership of SCOUT subcommittees should include public safety and technical experts who research, develop, and propose solutions to the SCOUT Steering Committee for consideration and approval. The SCOUT Subcommittees consists of subject matter experts from various member agencies with at least one member from each of the Principal Agencies on each subcommittee.

Subcommittees may organize task groups to accomplish specific objectives. Task groups will disband upon completion of the work assignment.
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Technical Subcommittee
The Technical Subcommittee will provide guidance on the establishment and sustainment of the platform architecture, including maintenance and hosting, technical support services, and interface requirements for continuous operations in hardened field conditions. The Technical Subcommittee shall meet, as needed, to accomplish objectives.

Operations Subcommittee
The Operations Subcommittee will provide guidance on the establishment and sustainment of the day-to-day operations of statewide SCOUT use, including program management and incident operations. The Operations Subcommittee shall meet, as needed, to accomplish objectives.

Training Subcommittee
The Training Subcommittee will provide guidance on the establishment and sustainment of the statewide training program to maintain operational capabilities. This includes developing and deploying a SCOUT training curriculum, training instructors, and training schedule. The Training Subcommittee shall meet, as needed, to accomplish objectives.

Expenses
The costs of salary, travel, per diem, and operating expenses for the Executive Committee, Steering Committee and Subcommittees will be paid for by the member’s employing agency.

Signatures by Principal Agencies:

Mark S. Ghilarducci
Director, Governor’s Office of Emergency Services

Date
5/26/17

Ken Pimlott
Director, Department of Forestry & Fire Protection

Date
6/7/17

May 2017