

Fire Risk Assessment Tool Workgroup Charter

A workgroup of the Minnesota Geospatial Advisory Council's (GAC) Emergency Preparedness Committee (EPC).

Mission Statement

Goal – use the Esri Community Risk Reduction tool to help support community risk reduction (CRR) efforts of the State Fire Marshal's division (SFM) and all fire departments statewide. The tool should be easy to use so departments without analytically skilled staff can do analysis on their own to identify CRR needs and outcomes of targeted CRR efforts.

The goal of this workgroup is to identify what types of questions the tool should be designed to answer, identify the needs of the greater fire service community, and define what an easy-to-use tool would look like. This workgroup will also define what success looks like for the tool and its rollout across the State. This workgroup will also be invested in the tool and invested in sharing it statewide once it's available. The workgroup will also analyze the current tool available and what has contributed to its underuse.

Objectives and Deliverables

- Define questions to ask regarding what the tool should do
- Define who to ask those questions of
- Deliver answers to the large topic ideas of:
 - Why are departments not using the current risk assessment tool SFM offers?
 - What would need to be included to make it more useful?
- Once the new tool is up and running, this workgroup can be tapped into for outreach about accessing and using the tool

Resource Requirements and Timeline

Requires fire department staff members to assess their current CRR efforts, plans, and analysis and what tools they want or need to enhance their work.

Probably requires approximately 5 hours of total meeting time to define requirements and questions to ask, elicit feedback, and summarize.

Activity will be completed when SFM feels they have a handle on the outcome they are looking for and how to create a tool that will be actively used across the State. This will then allow SFM and the Minnesota Geospatial

Information Office (MnGeo) to proceed outside of the priority project structure in a formal needs assessment and scope of work.

Anticipated Participants, Roles, and Responsibilities

- Angela Contreras, *Workgroup Chair*
- Britta Maddox
- Members recruited from the Fire Administrative Support Team (FAST), City and Tribal sector reps from the GAC, and other interested parties
- Stakeholders: SFM, Fire departments across the State of MN

Prepared by:

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Date approved by the Geospatial Advisory Council’s Emergency Preparedness Committee: May 14, 2026