

COSTEP MA Advisory Committee Meeting Minutes
September 24, 2010
10:20 am to 12:45 pm

Massachusetts Archives
220 William T. Morrissey Blvd
Boston, MA 02125

Agenda

- **Welcome and Introductions**
- **Approval of the Minutes of the Previous Meeting**
- **COSTEP MA in the Field**
- **Hazard Mitigation Grant Program application**
- **COSTEP MA Website**
- **Disaster Recovery Centers (DRCs)**
- **Mass211**
- **Theft of Historical Objects in Public Places**
- **Salem Community Meeting**
- **Best Practices article**
- **Outreach**
- **Memo of Understanding – Available Support and Resources Addendum**
- **Essential Preparedness Checklist**
 - *Reconnecting with organizations that have fallen off in contact and participation*
 - *GIS sub-group*
 - *Hazards Database*
 - *Vision for the future*

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Attendance:

Martha Clark (Mass. Archives), Michael Comeau (Mass. Archives), Kathy Griffin (Mass. Historical Society), Andy Grilz (New England Museum Association), Jane Hedberg (Harvard University Library), Mel Klayman (Division of Capital Asset Management), Jack Kabrel (NARA), Veronica Martzahl (Tufts DCA), Nancy Menard (Palmer Library), Joe Mulé (Thayer Memorial Library, Lancaster), Elaine Sudanowicz (Office of Emergency Management, Boston), Gregor Trinkaus-Randall (MBLC), John Warner (Mass. Archives), Ann Marie Willer (MIT)

Welcome and Introductions

The meeting was called to order at 10:20 am. Each attendee stated their name and institutional affiliation.

Approval of the Minutes of the Previous Meeting

Motion to approval the minutes of the June 18, 2010 was made and seconded. Minutes approved unanimously.

COSTEP MA in the Field

Michael Comeau gave a presentation on the recent fire at the Taunton City Hall and the coordinated response that was made to the emergency. The group discussed lessons COSTEP can take from this example and determined the following

- We need to increase our exposure with Town Clerks. Michael had personal connections in Taunton that help expedite our access to the damaged records, but this won't be the case in most cities and towns. By creating ties with Town Clerks, we can have an established relationship before an emergency occurs.
- COSTEP MA should consider other services we can offer, including records management trainings and risk analysis. Many of the records damaged and destroyed in Taunton could potentially have been destroyed before the fire occurred, and then they would not have served as fuel for the fire and a safety risk from the weight they exerted on the building's structural integrity when they were wet. The group briefly discussed funding opportunities for these types of trainings.
- In many emergencies, our first means of information and access is going to be through our relationship with MEMA.

Hazard Mitigation Grant Program application

Gregor Trinkaus-Randall spoke with Bob Nadeau at FEMA recent regarding our HMGP application. Unfortunately, the grants still have not been reviewed; the current deadline for review is the end of October, 2010. On the other hand, there is the increasing likelihood that

additional grant money may become available from the March 2010 floods, so if we are not successful with the current grant, we may be able to apply for the next one.

COSTEP MA Website

The website is still not up. Gregor continues to work with Lori Foley at NEDCC to push this into production. The current goal is that the site will be available for the Salem Community Meeting on November 9, 2010.

Disaster Recovery Centers (DRCs)

FEMA is continuing to survey libraries to determine their appropriateness to serve as DRCs.

Mass211

Martha Clark presented information on the Mass211 service which she learned at the recent Massachusetts Emergency Management Team (MEMT) meeting. 211 is a nationwide effort funded by the United Way to provide referrals and support regardless of the type of help being requested. Additional local information is available through their website at www.mass211help.org/. The COSTEP MA Steering Team will be working to get COSTEP MA contact information included in the list of available resources.

Theft of Historical Objects in Public Places

Elaine Sudanowicz drew the groups attention to a recent increase in the theft of historical objects, particularly those made of metal, from public places. Thieves are taking items such as plaques and signs (and even manhole covers) to melt down for the resale value of the metal. The cost of replacing such objects far exceeds their resale value, to say nothing of the loss to communities and cultural heritage. The group discussed whether or not a Registry of Plaques exists somewhere and how one determines the parties responsible for the care and preservation of historical signs in public places.

Salem Community Meeting

Andy Grilz presented information on the upcoming Salem Community Meeting. The Mayor of Salem has agreed to participate, and she will be also attending a planning meeting on October 5, 2010 at the Beverly Cooperative Bank in Salem. Initial mailings have gone out, and there have been about 12 RSVPs in the affirmative so far. Additional mailings are scheduled, and Andy is working to coordinate additional publicity such as the local cable access station and the newspaper.

The meeting information is as follows:

November 9, 2010

3:00 PM

Peabody Essex Museum

Best Practices article

Gregor shared with the group a draft article that will be appearing in the FEMA Region 1 Best Practices newsletter regarding COSTEP MA. It is unclear whether or not this newsletter receives national distribution. Elaine suggested we investigate the Lessons Learned website at llis.gov for opportunities to share information about COSTEP MA nationally.

Outreach

Gregor will be taking part in a panel at the upcoming New England Archivists (NEA) conference in New Hampshire (November 6th) on IPER and COSTEP. Veronica Martzahl will be chairing a session at the spring NEA meeting on statewide preparedness plans and collaboration.

Memo of Understanding – Available Support and Resources Addendum

The group discussed the most recent draft of the Addendum. A suggestion was made to add the return of items as an option to the Non-Consumable Goods section.

Essential Preparedness Checklist

Gregor led a discussion of the Essential Preparedness Checklist that was created as part of the larger COSTEP IMLS grant. The goal of this discussion was to empower the Advisory Board to take a more active role in current activities and plan for the future goals and direction of COSTEP MA. Areas of action included:

Reconnecting with organizations that have fallen off in contact and participation

Gregor will give Joe Mulé a list of contacts of organizations that were involved with COSTEP MA but whom we haven't seen in a while. Joe will call these contacts to check in with them, determine their current interest level, and see if they are still the best contact for their organization.

GIS sub-group

Michael Comeau will speak with Ben Hiltunen and Michael Steinitz about the need to reinvigorate this sub-committee.

Hazards Database

Elaine brought up the important point that all communities are currently being asked to update information for risk assessment. If we could get the listing of cultural institutions included in the requirements of this process, COSTEP MA could make a huge step towards having cultural institutions integrated into the larger emergency management plans of each community. Gregor will contact Sarah White at MEMA to follow up on this. It may also tie into the efforts of the GIS sub-group in the Hazus system that each community is using has a GIS component to it as well. Updating in the system is scheduled to start in January 2011 and be completed in 2013.

Vision for the future

A sub-group agreed to meet at Harvard to hold a retreat with the goal of identifying long term goals and vision for COSTEP MA. The group included:

- Jane Hedberg (local arrangement coordinator)
- Gregor Trinkaus-Randall (facilitator)
- Martha Clark
- Michael Comeau
- Lori Foley (volunteered in absentia)
- Kathy Griffin
- Andy Grilz
- Ben Hiltunen (volunteered in absentia)
- Nancy Palmer

- Aimée Primeaux (volunteered in absentia)

Next Meeting

Next meeting to be announced, January 2011.