

**COSTEP MA
Meeting**

May 24, 2012
10:00 am to 12:00 noon

Massachusetts State Archives
220 Morrissey Blvd.
Boston, MA 02125

Agenda

- **Call to Order and Welcome**
- **Approval of Minutes**
- **Keynote Speaker and Open Discussion**
 - Gary Keith from the National Fire Protection Association (NFPA)
- **Result of tagline contest**
- **Vote to approve revised by-laws**
- **Updates:**
 - *Massachusetts Library Association (MLA) conference*
 - *Metropolitan Area Planning Council*
 - *HMGP Grant*
 - *HMPG Video*
 - *New England COSTEP*
 - *COSTEP MA website*
- **Other Business**
 - *State Historical Records Advisory Board (SHRAB) program*
 - *Google Voice*

COSTEP MA Meeting

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Boston, MA 02125

Attendance:

Martha Clark (MA Archives); Michael Comeau (MA Archives - Co-chair); Jennifer Fauxsmith (MA Archives); Lori Foley (Heritage Preservation); Kathy Griffin (MA Historical Society); Andy Grilz (NEMA); Ben Haavik (Historic New England); Jane Hedberg (Harvard University); Ben Hiltunen (MEMA); Diane LeBlanc (NARA); Veronica Martzahl (Tufts DCA – Secretary); Olivia Melo (Lakeville Public Library); Elaine Sudanowicz (Boston OEM); Jack Sullivan (FEMA), Dan Sweeney (MA Historical Society); Diane Viera (Historic New England); Ann Marie Willer (MIT)

Call to Order and Welcome

Michael Comeau called the meeting to order at 10:05 am. The attendees introduced themselves and gave information on their institutional affiliations.

Approval of Minutes

Motion to approve the minutes from the January 19, 2012 and the March 29, 2012 meetings were made and seconded. The group unanimously approved the minutes from these two meetings.

Keynote Speaker and Open Discussion

Michael introduced Gary Keith from the National Fire Protection Association (NFPA). Mr. Keith is NFPA's Vice President, Field Operations, overseeing six divisions within the organization: Regional Operations, International Operations, Fire Analysis & Research, Public Education, Wildland Fire Operations and Government Affairs. He has presided over the Home Fire Sprinkler Coalition, a project dedicated to public education for residential fire sprinkler systems, since its inception in 1996. Prior to coming to NFPA in 1995, Mr. Keith worked 15 years for Factory Mutual in Norwood (Mass.) in various field engineering and management positions. During that time, he served on several NFPA technical committees and chaired the Pre-Incident Planning committee. He also served his home town community for 20 years as a call firefighter and fire protection engineer with the West Bridgewater (Mass.) Fire Department.

Mr. Keith provided a brief history of the NFPA and introduced the group's mission which is as follows:

“To reduce the worldwide burden of fire and other hazards on the quality of life by providing and advocating:

- consensus codes, standards and adoption support services;
- training and certification;
- public education;
- research;
- data collection and analysis”

Mr. Keith then discussed several codes and standards publications produced by the NFPA that are of interest to cultural institutions.

NFPA 1600 Standard for Disaster/Emergency Management and Business Continuity Programs

This is a document that focuses on community based planning and how an institution fits into a community plan. It is a consensus-based standard that requires several key elements including “a Disaster Coordinator supported by a Disaster Program Committee and a written policy statement published.” It also provides a framework that identifies and assesses the probability and severity of risks on the entity and its environs.

This standard establishes a common set of criteria for all-hazards disaster management, emergency management and business continuity programs hereinafter referred to as *the program*. The program includes:

- Program management
- Planning
- Implementation
- Testing and exercises
- Program improvement

Mr. Keith also spoke to how small institutions could apply this document. He recommended looking at the roster of the Technical Committee of NFPA for resources and advice.

NFPA 1620 Standard for Pre-Incident Planning

This document deals with planning for an in-house incident and “how do I deal with the fire department at 2 am when bad things are happening at my facility.”

Purpose: assist responding personnel in effectively managing emergencies for the protection of

- Occupants
- Emergency Responders
- Property
- Environment

The framework takes the Facility “As Is” and helps develop a response strategy accordingly. It assumes an incident WILL occur and provides for separation between building code issues/violations and pre-incident planning.

Lori Foley reiterated the issues that many small institutions are afraid to have the fire department walk through their sites because of concerns about what will be found and what recommendations for mitigation may be made. For instance, institutions in historic buildings are leery to be told to install panic bars on 18th century doors. Similar issues can arise when an institution applies for a “Change of Use” or “Change of Premise” status when sponsoring an event or activity.

The group then discussed issues related to accessing pre-incident planning documents in the field. Three ring binders on a shelf in someone’s office aren’t useful in an emergency. They need to be available on site. Also, most fire departments have four shifts and all shifts need to be aware of the information.

Pre-incident planning involves a partnership between public agencies, private industry, and property insurance.

- Process
- Physical and Site Considerations
- Occupant Considerations
- Water Supply and Fire Protection Systems
- Special Hazards
- Emergency Operations
- Plan Testing and Maintenance

Before an Incident

- Consultations
- Site Visit
- Evaluate Data
- Develop/Modify Plan
- Test and Maintain Plan

During the Incident

- Foundation for Operations
- Size-Up Situation
- Establish/Modify Strategy
- Implement/Modify Tactics

After the Incident

- Investigate
- Critique/Evaluate
- Modify as Needed

Frequency for Updating

- Minimum: annually
- Periodic: Whenever Conditions Warrant

Pre-incident planning is continuous and there are constantly changes that need to be factored in.

Other relevant documents

NFPA 909 Code for the Protection of Cultural Resource Properties – Museums, Libraries and Places of Worship

NFPA 914 Code for Fire Protection of Historic Structures

The group discussed the need for a document that would bring together the framework of *NFPA 1620* with the situational specifics of *NFPA 909*. The suggestion was made of incorporating the standards and guides in the *dPlan* revision. An additional suggestion was for the creation of a “cliff notes” version of the guides that would be more easily accessible to small institutions with limited time and resources. This may be a project that COSTEP MA could undertake. Other proposals included researching grants for the creation of a database or an app that would allow information from the Cultural Inventory Sheets to be readily available in the field as well as COSTEP MA representatives speaking to a meeting of fire prevention officials in the state. Mention was also made that Homeland Security provides grants for emergency and disaster planning.

Result of tagline contest

COSTEP MA conducted a Survey Monkey survey of four potential taglines:

- We can help (4 responses, 15.4%)
- Prepare. Plan. Preserve. (14 responses, 53.8%)
- Protecting the Past, Securing the Future (5 responses, 19.2%)
- Protecting our Cultural Heritage (3 responses, 11.5%)

The survey received a total of 26 responses. “Prepare. Plan. Preserve.” received the majority of the votes (see totals above).

Vote to approve revised by-laws

Prior to the vote, the group discussed whether it was appropriate to include a Treasurer position in the by-laws. It was decided that at this point COSTEP MA finances are being handled through established agencies (MBLC and the Archives) and that if the group moves toward non-profit status we will revisit the issue.

The motion to approve the by-laws was made and seconded and passed by unanimous consent.

Updates:

Massachusetts Library Association (MLA) conference

Olivia Melo staffed a table for COSTEP MA at the MLA conference in early May.

Gregor Trinkaus-Randall also staffed the table periodically. Generally there was more

awareness among Western Massachusetts librarians about disaster planning and preparedness. Olivia was also to talk about the Disaster Recovery Center (DRC) program. She recommended that the visual materials that were used for the table be updated to include better descriptions of the pictures used. Olivia took some pictures on her phone that she will try to share with the group.

Metropolitan Area Planning Council

Elaine Sudanowicz invited several representatives of COSTEP MA to the recent meeting regarding the 5 year planning process to update the hazards mitigation plan that is currently underway in Boston. The goal is to present the plan to FEMA for review and Elaine is striving to include stakeholders through extensive outreach. Elaine has the briefing available for anyone who is interested.

Independent analysis from 2010-2011 for Boston has shown very sobering results and have created a push to look more closely at risks.

Elaine is working to ensure that cultural and historic institutions are added to the hazards analysis database. There are huge issues related to un-reinforced masonry buildings in Boston and the city is looking at repairs to the infrastructure of critical functionality buildings.

A second public hearing will be held when the draft plan is ready. The plan will be posted online for public comment. The related website also contains research on seismic and tsunami threats.

HMGP Grant

At the April 13, 2012 Executive Meeting, the Board attempted to narrow down the list of possible locations for the 14 town meetings that are required by the grant.

Region 1

Sudbury, Haverhill, Danvers, and Cambridge

Region 2

Taunton, Plymouth, Barnstable, and Hingham

Region 3

Northampton, Deerfield, Lenox, and Springfield

Region 4

Worcester and Gardner

HMPG Video

Work continues apace for the promotional video. The video producer has been selected. COSTEP MA has agreements from Dennis Levasseur with the Salem Fire Department, Director Kurt Schwartz with MEMA, and Gretchen Neggers, Monson Town Administrator, have agreed to appear in the video. Michael will be exploring options for approaching Governor Deval Patrick. Work also continues to find a well-known and

recognizable narrator. Lori presented a list of possible people and asked the group if they had any connections for approaching them.

New England COSTEP

On March 23, 2012 representatives of COSTEP MA, COSTEP CT and FEMA attended a 2nd Regional Summit for Emergency Preparedness Groups at the New England Archivists Conference at Wesleyan University. The major take-away from this meeting was a strong desire to create a FEMA Region I COSTEP entity to coordinator activities across the region. Veronica has volunteered to explore methods of sharing information across the groups as well as opportunities for presenting at conferences held by stakeholders. NEA has been contacted and COSTEP will have a table for free at the November, 2012. Minutes are finally completed and will be going out this afternoon. Additionally, a write-up of the event was presented on the NEMA Blog at <http://nemuseumassociation.blogspot.com>

COSTEP MA website

Website will now be a Wordpress site with the URL of mass.gov/mbhc/costepma. Lori is still waiting for one piece of text. She is working with the designer to incorporate the full text into the new WordPress design and is meeting with NEDCC to finalize pictures for the site.

Other Business

State Historical Records Advisory Board (SHRAB) program

The Massachusetts SHRAB will be holding a forum on June 19, 2012 at the NARA facility in Waltham. Diane LeBlanc invited the group to provide promotional materials for display. Veronica, Diane and Gregor will work to make sure materials make it to the forum and they will be present to answer any questions.

Google Voice

It was indicated that Google Voice allows groups to set up phone numbers that will redirect to multiple other lines. This may be an option for setting up a COSTEP MA phone number.

Next Meeting

TBA per Doodle