

# **COSTEP MA**

## **Meeting**

May 23, 2013  
10:15 am to 11:45 am

Massachusetts State Archives  
220 Morrissey Blvd.  
Boston, MA 02125

## **Agenda**

Call to Order and Welcome

Approval of Minutes

Announcements

Updates

- *American Alliance of Museums Meeting*
- *HMGP Grant*
- *Metropolitan Area Planning Council*
- *New Hazards Mitigation Plan*

MEMA Workshop in June

# **COSTEP MA Meeting**

May 23, 2013  
10:15 am to 11:45 am

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220 Morrissey Blvd.  
Boston, MA 02125

## **Attendance:**

Priscilla Anderson (Harvard); Martha Clark (MA State Archives); Michael Comeau (Co-Chair and MA State Archives); David Dempsey (Smith); Lori Foley (Heritage Preservation); Kathy Griffin (Mass Historical Society); Andy Grilz (NEMA and COSTEP MA); Ben Haavik (Historic New England); Frances Harrell (NEDCC); Jane Hedberg; Ben Hiltunen (MEMA); Veronica Martzahl (Tufts DCA and Secretary); Jim McLaughlin (MEMA); Wendy Pearl (DCR); Jill Snyder (NEA); Andrew Raddant (Dept. of the Interior); Elaine Sudanowicz (Mayor's Office of Emergency Management); Gregor Trinkaus-Randall (Co-Chair and MBLC)

## **Call to Order and Welcome**

Gregor Trinkaus-Randall called the meeting to order at 10:15 am. The attendees introduced themselves and gave information on their institutional affiliations.

## **Approval of Minutes**

The minutes of the previous meeting were approved by unanimous consent.

## **Announcements**

The group was asked to RSVP for the upcoming MEMA workshop on June 18, 2013. They were also asked to respond to the outstanding Doodle poll to determine dates for meetings for fall 2013 and spring/summer 2014.

Jack Sullivan was unable to attend, so there was no report from FEMA.

Michael Comeau, Martha Clark, and Gregor Trinkaus-Randall are continuing their work on Laura Bush 21<sup>st</sup> Century Library training grant with the Fire Academy. The grant is due in September.

## **Updates**

### *American Alliance of Museums Meeting*

Andy Grilz reported on the recent AAM Meeting in Baltimore. He commented specifically about a session about having an active shooter on site. The recommendation was to shelter in place.

### *HMGP grant*

The tentative date for the Haverhill Community meeting is June 20, 2013 at the Haverhill Library. A notification is going out imminently to 45 groups in the area with an anticipated participation level of 20-25 people at the meeting

The promotional video is basically done and should be delivered by June 10, 2013.

### *Metropolitan Area Planning Council*

The MetroWest Regional Collaborative planning meeting was held last week. Andy is foreseeing a potential for an joint MetroWest community meeting based on this collaborative group and he is talking with Jim McLaughlin from MEMA about friendly EMSs with whom to do outreach.

### *New Hazard Mitigation Plan*

Gregor was at MEMA yesterday working on review of a new Hazards Mitigation Plan and was able to bring out approaching aspects related to cultural institutions.

## **MEMA Workshop**

Scheduled for June 18, 2013  
Massachusetts State Archives  
9:00 am to 4:00 pm

Purpose is to identify ways to codify how COSTEP MA would respond in the event of an emergency. Jim McLaughlin provided a sample 24 page Standard Operating Procedure document that the group can review for the workshop and use as a guide for structuring and revising the document in the future.

The group also reviewed the following documents as potential sources of information:

- AIC-CERT Disaster Response Timeline- part of the body of the main document we create will be similar and will discuss the logistics of how everyone involved works together.
- AIC-CERT Job Descriptions in Timeline Form – describe what each person listed in the timeline is defined to do

Other questions and discussion regarding the upcoming June 18, 2013 workshop:

- identify who the team will consist of
- how we activate the team
- credentialing of team members
- identify who is available for activation
- what team does when it responds
- are they the same people for recovery phase

Identify what the team needs to do overall and what the team members need in terms of skills

Issues with using the term CERT when approaching towns about response

What is the relationship with the AIC-CERT and what is the interface between the two?

Include someone from AIC-CERT who has deployed at the training – Priscilla Anderson will be at the AIC meeting next week

Trainings required – on the SOP itself (seminar) so they know how the process works

Skills trainings (funding – community funding or foundations)  
What documentation will we accept to verify skills or training?

Will a criminal background check be needed?

Incident Action Plan writing – need to have people take ICS trainings

Core Team plus specialists to bring in

Need a Memo of Understanding in place for anyone who will be deployed (ask AIC about template for deployment)

Alternatives for CERT name  
Cultural Resources Response Team

The group also discussed creating questions for MEMA personnel to ask when they are out on a review of damages.

Other potential groups to partner with:

- Association of Building Technologies
- Boston Society of Architects Jack Glassman – Wendy Pearl will provide Gregor with information

- Boston Society of Landscape Architecture
- Massachusetts Intergovernmental Insurance Agency

**Adjournment**

The meeting adjourned at 11:45am.