COSTEP MA
Meeting

March 19, 2014
10:00 am to 12:00 pm noon

Massachusetts State Archives
220 Morrissey Blvd
Boston, MA 02125

Agenda

- Welcome and Introductions
- Elections
- Grant Update
- Community Meeting Reports
- Standard Operating Procedures/Standard Operating Guidelines Discussions
  - Appendix 2: Preliminary Damage Assessment Questionnaire (in conjunction with state forms)
  - Appendix 3: COSTEP MA Cache Sites and POC
  - Appendix 7: Guide for Requesting COSTEP MA assistance
  - Appendix 5: Go Bag/Go Kits (if needed)

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Minutes

Attendance
Priscilla Anderson (Harvard University); Adenrele Awotona (UMass Boston); Bill Barry (Association for Preservation Technology); John Beckvold (EMK Institute); Martha Clark (MA Archives); Michael Comeau (MA Archives – Co-chair); Mike Cusack (MIAA); Jason Eliot (EMK Institute);); Jennifer Fauxsmith (MA Archives); Tricia Gilrein (The Bostonian Society); Kathy Griffin (Massachusetts Historical Society); Ben Haavik (Historic New England); Frances Harvell (NEDCC); Ginny Hewitt (Brooks Library); Veronica Martzahl (MA Archives – Secretary); David Slatery (MA Cultural Council); Elaine Sudanowicz (City of Boston); Gregor Trinkaus-Randall (MBLC Co-chair); Ann Marie Willer (MIT);

Welcome and Introductions
Gregor Trinkaus-Randall called the meeting to order at 10:15am. The group introduced themselves and gave information on their institutional affiliations. New members included representatives of the Massachusetts cultural Council and the Edward M. Kennedy Institute.

Elections
Votes were held for multiple Representative-at-Large positions. The slate included Ben Haavik (Historic New England) and Elaine Sudanowicz (City of Boston Office of Emergency Management - re-appointment). Joe Powers (Town of Braintree) was put forth for the Municipal Clerk representative.

Andy Grilz moved to approve the slate and it was seconded by Kathy Griffin. The slate passed unanimously.
Gregor Trinkaus-Randall was put forth for a two year re-appointment as co-chair.

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Publications
Brochures and Emergency cards are completed and available; two roll-up banners are ordered and should be ready next week

HMGP Grant Update

Gregor provided a general introduction to the grant for the new members

Andy provided a general update of the status of the community meetings and the risk assessment and planning trainings.

The group discussed the need to determine additional funding sources for continuing Andy's position as a project coordinator.

Community Meeting Report
Ginny Hewitt provided an update on the Harwich Community Meeting. A workshop on filling out the Inventory Form is being planned as a follow-up meeting. Additional future workshops will likely include "creating a basic disaster recovery plan" and "wet materials salvage."

Andy provided information on the meeting in Natick and workshops planned for Salem.

Standard Operating Procedures/Standard Operating Guidelines Discussions
The large group broke up into four discussion groups; worked for 1 hour and reported out.

Appendix 2: Preliminary Damage Assessment Questionnaire (in conjunction with state forms)

The FEMA form was available during the discussion, but the MEMA one wasn't. The suggestion was made that that COSTEP MA explore the possibility of modifying the MEMA form slightly for cost estimates and there be an internal COSTEP form that would outline a "cost multiplier" for what things would cost within the context of historical structures in collections.

Gregor requested that the group remain convened that that they follow up with Ben Hiltunen and MEMA about potentially moving this forward. Ann Marie Willer will serve as the contact.

Appendix 3: COSTEP MA Cache Sites and POC

Suggestions from the group:
- Add definitions of "React-Pak" and "Rescube" and brief overview of who can access materials and how
- Need more caches across the state – and should encourage institutions to have a few of their own
- One way to add cache sites is to make the successful town/cities (e.g. Salem) cache sites (CTO's institution?)
- Add date supplied/restocked to the form to ensure quality of contents
- increase # of react-paks and rescubes at each site (funding?)
- current site contact information available through Gregor
- headlamps not just flashlights
- Solar chargers?
- if phone/camera included, include chargers
- add list of sites to COSTEP MA website
- add information to the React-Paks
  - emergency response card
  - information sheet with quick contacts (COSTEP MA website, NEDCC, AIC-CERT, MBLC, etc.)
  - NEDCC leaflets
  - Disaster wheel
  - sample damage survey
  - try to make sure the information is general and won't quickly become outdated

Appendix 7: Guide for Requesting COSTEP MA assistance

The following is the suggestions from the group:

Guide for requesting COSTEP MA assistance

1.0 Contact NEDCC emergency hotline

1.1 NEDDC to vet all requests for assistance and determine severity and scope of emergency

1.2 If necessary, situation will be escalated to COSTEP MA contacts

2.0 NEDCC to contact COSTEP

2.1 Appropriate officers respond

2.2 List of appropriate officers and chain of communication

Appendix 5: Go Bag/Go Kits

The group reviewed the contents of Gregor's Go Bag.

1.0 <u>Personal Protective Equipment (PPE):</u>

      1.1 Hardhat (with headlamp)

      1.2 Rubber boots

      1.3 Gloves

      1.4 Mask/ventilator (properly fitted)

      1.5 Reflective vest

      1.6 **ADD** Goggles

      1.7 **ADD** Waterproof poncho

2.0 <u>Equipment:</u>

    2.1 Camera

    2.2 Phone

    2.3 Clipboard

    2.4 Pencils

    2.5 Bio-Hazard Tape

    2.6 **ADD** Batteries

    2.7 **ADD** Charger(s) – solar?

    2.8 **ADD** Rubberized tape (3M)

    2.9 **ADD** Box cutter

    2.10   **ADD** Thermo-hygrometer (analog or digital)

3.0 <u>Reference Material:</u>

    3.1 Heritage Preservation Field Guide

    3.2 Wheel of Disaster

    3.3 **ADD** ERS phone app

    3.4 **ADD** Sign-in/out sheets

    3.5 **ADD** Credentials