

**COSTEP MA
Meeting**

March 28, 2013
10:10 am to 11:50 am

Massachusetts State Archives
220 Morrissey Blvd.
Boston, MA 02125

Agenda

- Call to Order and Welcome
- Approval of Minutes from January 31, 2013 meeting
- Establishing Relationships with Disaster Recovery Vendors document
- Keynote Speaker: Sara Wolf, Director NER Museum Services at the National Park Service
- FEMA Region 1 Update
- Outreach Update
- HMGP Grant Update
 - Haverhill Community Meeting
 - Video
 - General Update
 - Salem
- Fire Academy Partnership
- Other Business

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Minutes

Attendance:

Priscilla Anderson (Harvard); Nicole Belk (NWS); Tom Blazej (Secretary of State office); Martha Clark (MA Archives); Michael Comeau (MA Archives and co-chair); Jennifer Fauxsmith (MA Archives); Irene Foley (Boston Fire Dept.); Lori Foley (Heritage Preservation); Kathy Griffin (MHS); Andy Grilz (NEMA and HMPG grant); Ben Haavik (Historic New England); Jane Hedberg; Ginny Hewitt (Brooks Library); Scott Kehoe (MA Library System); Veronica Martzahl (Tufts DCA and Secretary); Elaine Sudanowicz (City of Boston); Gregor Trinkaus-Randall (MBLC and co-chair); Ann Marie Willer (MIT); Sara Wolf (NPS)

Call to Order and Welcome

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

Approval of Minutes

A motion was made to approve the minutes of the January 31, 2013 meeting. It was seconded and approved unanimously.

Establishing Relationships with Disaster Recovery Vendors document

The group expressed its thanks to Jennifer Fauxsmith for the completion of this document with input from recovery vendors Belfor and Polygon.

Keynote Speaker: Sara Wolf

Ms. Wolf is the Director, NER Museum Services at the National Park Service (NPS). She took the day off from work to join COSTEP MA for this presentation due to sequestration travel restrictions.

Wolf discussed the NPS's Park Service disaster preparedness and response programs. She discussed the ups and downs of trying to establish a disaster preparedness and recovery team in a Federal agency. She highlighted the use of the Incident Command System (ICS) during disasters as a way to provide order, structure and a consistent process to accomplish the mission at hand. If cultural heritage professionals want to be part of the response and recovery process then they need to understand ICS. Wolf provided examples of accomplishments and challenges as focus and funding shifts in the aftermath of a disaster. The NPS is still striving to institutionalize recovery and response to ensure continued resource allocation for training and mitigation.

Updates on the FEMA All-Hazards Plan Course of Action

Veronica Martzahl read an email update from Jack Sullivan from FEMA Region 1. Jack is also unable to travel due to sequestration restrictions.

Lori Foley updated the group on a recent All-Hazards Planning meeting she attended with other COSTEP MA and regional COSTEP representatives. The meeting highlighted the disconnect between response and recovery and the challenges caused when action is not implemented until the recovery phase when the response phase would be a better time to start.

Review of new outreach materials

Tom Blazej, Graphic Designer, passed out draft versions of the emergency pocket card.

HMGP Grant Update

Haverhill Community meeting

Andy Grilz and Michael Comeau met with James Fiorentini, the Mayor of Haverhill, last Monday to set up the next community meeting. Mayor Fiorentini was enthusiastic at the prospect. COSTEP MA can use the Public Library as a meeting site, and the point contact is the Chief of Staff. Andy also has a meeting with the Deputy Chief of Police who is the assistant EMD. He is in the process of connecting with the Town Clerk and Public Library Director. There are about three dozen cultural heritage facilities in Haverhill. He is tentatively looking for early June for initial meeting.

Andy or Michael will also be connecting the local Representative, Brian Dempsey, who is the House Chair of the Ways and Means Committee. Andy will also be extending invitations to observe the Haverhill meeting to organizations and representatives in the surrounding communities.

Video Update

Andy has sent a letter to FEMA requesting clearance of Raquel Ortiz to do the voice-over for the promotional video.

General Update

Andy has officially taken over for Lori as the Grant Coordinator.

The cost share Time Sheets have been changed to include travel time to and from the meeting. Any other cost share numbers should be sent to Andy by the end of the day so that the quarterly report can be submitted on time.

Andy has a meeting with Martin Pillsbury regarding the Regional Planning Authorities, specifically the Metro Regional Planning Authority, on March 29, 2013.

Salem Chapter update

The most recent meeting was cancelled due to the last blizzard. It will be rescheduled for the second week of May.

Fire Academy partnership update

The Massachusetts Board of Library Commissioners will submit a Laura Bush 21st Century Librarianship Grant application for a five course sequence of workshops on collections care. The culminating course would be participation in a live burn at the Fire Academy. The Director of the Fire Academy is very enthusiastic about the idea and would like to move forward with this segment, even if the grant is not funded. There is a meeting scheduled for April 4, 2013 to work on additional details.

Other Business

MEMA Workshop

Gregor is working with Jim McCoughlin at MEMA on developing a workshop for the May 23, 2013 meeting. This session will be longer than the usual 2 hours meeting, so attendees should plan ahead.

NEMA Conference

November 13-15

In Newport, Rhode Island

Andy has confirmed that COSTEP has a conference room for a regional summit.

Adjournment

The meeting adjourned at 11:50 am.