

Pre-ROP Meeting Minutes
 Technical Committee on Emergency Management and Business Continuity
 26-27 October 2010
 Warwick, RI

Principal Members in Attendance	Others in Attendance
Steven Charvat - IAEM	Lloyd Bokman
Roderick J. Fraser, Jr. – Boston Fire Department	Olga Caledonia - NFPA
David Gluckman - Willis	Kelley Okolita
Dana Lankhorst	Robert Vondrasek – NFPA
Dean Larson – Purdue University Calumet	Ken Willette – NFPA
Ray Lazarus – EM Ontario	
Michael Martinet – County of Los Angeles	Dave Trebisacci – NFPA Staff Liaison
Michael Morganti - DRII	
Melvyn Musson – Edward Jones Company	
Ashley Newsome – Emergency Response Educators	Members Not in Attendance
Dan Newton - Microsoft	Charles Adams (P)
Bill Raisch – NYU InterCEP	Richard Anderson (P)
David Sarabacha – Deloitte and Touche	Peter Brewster (P)
Donald Schmidt – Preparedness, LLC	Greg Cybulski (A)
Ginnie Stouffer – IDC Partners	Robert Gazdik (P)
	David Halstead (P)
	David Hiscott (P)
	David Hood (P)
	Mike Janko* (P)
	Gunnar Kuepper (P)
Alternate and Non-Voting Members in Attendance	Ashley Moore (P)
Michael Dubose (A) – Willis HRH N.A.	Patricia Moore (P)
Ken Katz (A) - Travelers	Doug Nelson (A)
Diane K. Mack (A) - IUPUI	Scott Nicoll (P)
Jo Robertson (A– Deloitte Services	Dale Romme (P)
Michael Zanotti (A)	Brian Strong (A)
	Lorraine Webb (A)
Donald Bliss (NV) – NI2 Center for Infrastructure Expertise	
Graeme Jannaway (NV) - CSA	John C. Fannin, III (NV)
	Carl Gibson (NV)
	Gavin Love (NV)

The minutes of the May 24, 2010 Pre-ROP teleconference/meeting and the agenda were approved under motions from Mike Martinet and Mike Morganti.

Staff Liaison Report by Dave Trebisacci:

- NFPA Committee procedural statement;
- NFPA 1600 officially enters the revision cycle on January 7, 2011
- NFPA 1600-2013 cycle dates [Proposal closing on 23 May 2011 and ROP meeting between 23 May and 26 August 2011];
- Technical Committee membership changes [29 principal, 8 alternate, and 5 non-voting members].
- Ecommittee webpage use is contracting and Doc Info webpage (publicly accessible through www.nfpa.org) expanding to provide more useful access including non-member access to forms for submitting proposals and comments.

U.S. TAG to ISO TC 223 update by Dean Larson:

- Work Group 1 [convened by the Japanese – Projects: Partnerships and Exercises & Testing];
- Work Group 2 [convened by the U.K. – Projects: Vocabulary];
- Work Group 3 [convened by Germany- Projects: Command and Control related with the newest topic on Emergency Capability Assessment];
- Work Group 4 [Convened by the Netherlands – Projects including Continuity and Organizational Resilience]; and,
- Work Group 5 [convened by France – Project: Standard for Video Surveillance].
- The next plenary meetings of ISO TC 223: Bangkok 29 Nov to 3 Dec, Berlin (tentative) first week in June 2011, and Beijing (tentative) November 2011.
- The TAG participation policy was reviewed emphasizing the need for participation. Don asked for a “scorecard” to summarize the activities of TC 223. Dean for action.

APELL (Awareness and Preparedness for Emergencies at the Local Level) by Dean Larson:

- Use of NFPA 1600 with the APELL with great success in Bahia Blanca, Argentina. Led by NFPA Capitulo Chapter member Nestor Sposito, APELL has been used effectively for the implementation of NFPA 1600 in Bahia Blanca with strong support of the Mayor, the community, and the industrial facilities.
- NFPA has signed a MOU with the United Nations Environmental Programme who is responsible for APELL. Conferences have been held twice in China and conferences planned in Chile and Peru.

Don Schmidt updated the committee on “PS-PREP” (voluntary Private Sector Preparedness Certification Program called for by Title IX of Public Law 110-53). NFPA 1600 (2007 and 2010 editions) have been designated as standards to be used for auditing private sector organizations seeking certification under PS-PREP. ANAB has been selected by DHS/FEMA to accredit the certifying bodies.

Organizational reports

- ACP – Ginnie Stouffer
- DRI – Mike Morganti
- ANSI/HSSP – Don Schmidt and Bill Raisch
- EMAP – Steve Charvat (unofficial)
- NEMA – no representative present
- IAEM – Steve Charvat and Dean Larson
- ASTM (WK 8908, Resource Management, etc.) Don Schmidt
- Other NFPA Technical Committees (NFPA 99, 1620, etc.) Don Schmidt

Bob Vondrasek (NFPA VP Technical Projects) reported on development of NFPA 72

Ken Willett (NFPA Division Manager) reported on the selection of a new staff member to replace Dave Trebisacci as Staff Liaison for the NFPA 1600 Committee and for TC 223.

All members were invited to review and comment on the Introduction of NFPA 1600 (Origin and Development) with the goal of making the explanation of the standard more robust.

Action item: Members were also asked to forward examples of the use or adoption of NFPA 1600 by countries, companies, or other organizations. This information will enable members speaking or writing about NFPA 1600 to provide specific examples to illustrate the use and adoption. Please forward information to Don Schmidt.

Action item: Investigate ways to invite attention to the role of Annex A. Dave to investigate what is allowed under NFPA Rules of Style for a standard.

New issues or information of interest. There was significant discussion on the issue of scalability reflected in unofficial feedback, in various forms, and official action by DHS in issuing the Federal Register notice requesting comments on PS Prep for Small Business. There was discussion on items in the current standard, e.g. the provision for writing one or multiple plans, which could be interpreted as allowing scalability but might need more work to make these sections more obvious to the

novice user of the standard. Mike Martinet offered to re-write the current Chapter 5 for review by the committee as an example of scaled version.

Task group reports

- Introductory Comments (Don Schmidt)
- Competencies (Mike Zanotti)
- Family Preparedness (Rod Fraser)
- Information Technology (Dave Sarabacha)
- Management Systems Standard (Dean Larson)
- Measurement (Mike Dubose)
- Partnerships (Lloyd Bokman)
- Annex A (Don Schmidt)
- Definitions (Graeme Jannaway and Dean Larson volunteered)

Action Item: All committee members inform Don Schmidt if you are interested in joining any task group. Also, if you are aware of a qualified non-committee member who you think can contribute to a task group, please let Don know.

All Task Group reports reflected a significant amount of work and the participation, including leadership by TG leaders, by members new to the committee were noted. All TG projects were affirmed except for Maturity Models. It was agreed that the topic would be placed in a “parking area” for future discussion.

Task Group breakout sessions produced significant progress and consensus. Some of the Task Groups, e.g. MSS, Measurement, and Annex A, were expanded to include more members. Each Task Group leader is responsible for appointing a liaison to serve on the Annex TG.

Action Item: Task Group leaders were requested to identify a liaison to Annex A task group lead by Lloyd Bokman. Since Annex A will undergo a total rewrite, it is important that they have representation from each of the other task groups.

The topic of “scalability” was discussed. There appears to be widespread support for addressing the topic with Annex A the probable placeholder. Mike Martinet agreed to rewrite Chapter 5 for applicability and use by small businesses and government.

Action Item: Members with ideas regarding “scalability” or willing to assist Mike Martinet or Annex A Task Group should communicate with Mike or Lloyd Bokman (Annex A TG Leader).

Next meeting date and location:

The next meeting will be held in Orlando and committee members were asked to comment on the feasibility of the Weeks 2, 3, and 4 in March and Weeks 1 and 2 in April. Don will send a separate email to the committee to solicit their input.

Adjourned at 1:15 pm 27 October 2010

Respectfully submitted,
Dean Larson