

NFPA Technical Committee on Emergency Management and Business Continuity

March 20-22, 2012
Indianapolis, Indiana
Crowne Plaza Union Station Hotel

ROC Meeting Agenda

1. Starting time: 8:30 a.m., March 20, 2012.
2. Welcome (Don Schmidt, Chair)
3. Self-introduction of members and guests
4. Guest Speaker Joseph Wainscott, Executive Director, Indiana Department of Homeland Security
5. Approval of Minutes of August 9-11, 2011 Meeting in Quincy, MA
6. Approval of agenda
7. NFPA staff liaison report (Orlando Hernandez)
Committee membership update
Distribution of sign-in sheets
8. Organizational reports/News related to NFPA 1600
9. Task group reports
10. Act on Public Comments to NFPA 1600. Take any other actions necessary to complete the ROC for NFPA 1600.
11. Old business.
12. New business
13. Adjourn

**National Fire Protection Association
Technical Committee on
Emergency Management and Business Continuity**

Report on Proposals Meeting Minutes

August 9-11, 2011

NFPA Headquarters
1 Batterymarch Park, Quincy, MA

Meeting Minutes

1. The meeting was called to order at 8:30 a.m. by Chair, Don Schmidt followed by the self-introduction of members and guests. Pete Brewster agreed to serve as meeting secretary. The following principal and alternate members were recorded as having attended all days of the meeting:

Richard Anderson	Michael Janko	Scott Nicoll
Traci Bishop	Dana Lankhorst	Kelley Okolita
Pete Brewster	Richard Larkin	Jo Robertson
Steven Charvat	Dean Larson	David Sarabacha
Matt Defrain	Diane Mack	Donald Schmidt
Michael DuBose	Michael Morganti	Virginia Stouffer
Roderick Fraser	Melvyn Musson	Stephen Stoll
David Gluckman	Ashley Newsome	Brian Strong
Davis Halstead	Daniel Newton	Lorraine Webb

Staff liaison Orlando Hernandez and Bob Vondrasek (day one) represented NFPA.

2. By unanimous vote, the minutes of the March 21-23, 2011 pre-ROP meeting in Orlando, FL were approved without changes. The agenda for the ROP meeting was reviewed and also approved.
3. Orlando Hernandez delivered the NFPA staff liaison's report including an update on committee membership, a review of the dates for the Fall 2012 Revision Cycle for the 2013 edition of NFPA 1600.
4. Dean Larson, Head of the U.S. Technical Advisory Group to the ISO 223 Societal Security provided an update on the activities and documents of the technical committee.
5. Don Schmidt provided instructions to the task groups to plan the workflow of the ROP meeting. The following task groups had been formed to address various aspects of the 2012 edition:
 - a. Annex A (Mike Morganti)
 - b. Competencies (Pete Brewster)

- c. Definitions (Mike Dubose)
 - d. Family Preparedness (Rod Fraser)
 - e. Information Technology (Dave Sarabacha)
 - f. Measurement (Mike Dubose)
 - g. Management System Standard (Dean Larson)
 - h. Log 3 (regarding plans)
6. Don Schmidt presented the working draft of the 2013 edition with the public proposals embedded.
 7. Over the course of three days the technical committee reviewed and took action on the public proposals and developed numerous committee proposals. All actions have been recorded in the NFPA database managed by Orlando Hernandez.
 8. Don Schmidt requested a motion, which was approved unanimously, authorizing Don to edit the ROP draft as necessary to reflect errors, omissions, or to meet NFPA's Manual of Style.
 9. Don Schmidt requested members to email dates when they are not available for the ROC meeting in March or April.
 10. The meeting was adjourned at approximately 2:30 PM on Thursday, August 11.