

IAEM Standards & Practices Committee Meeting Minutes

Conference Call –Thursday August 6, 2009 – 3:00 PM Eastern

Welcome – Avagene Moore welcomed committee members and called the roll. Those present for the conference call were: Dean Larson, Meliha Ayvaz, Steve Charvat, Marsha Lunt, and Robert Smith. Several committee members emailed that they had conflicts.

There were no amendments to the agenda.

Business:

Update on IAEM Conference Presentation / Status of Speakers, etc.:

Steve reported to the committee on behalf of Jane Rovins (in China); all speakers have submitted their paperwork as requested. The S&P panel on Standards will be 11:00 AM to 12 Noon on Wednesday November 4. Although this is not the best or most advantageous day on the program, everyone agreed it is a good opportunity for the committee.

Avagene suggested that all speakers get together in Live Meeting by the middle of October, upload their slides and run through a rehearsal prior to the IAEM Conference to work out any overlaps of information, timing, etc. All agreed that this is a good idea and will ensure a good program.

Status of Article for IAEM September Bulletin:

Elysa is committed to write an article related to standards and interoperability prior to August 10 deadline. Avagene reminded the group that Elysa is involved with interoperability demonstrations that OASIS and others will provide during the IAEM Conference. Avagene will remind Elysa about the deadline.

October and Beyond:

- Bill Lent, IAEM's representative on the DHS Science & Technology Practitioners Steering Group (PSG) has been asked to write a brief article about the background, representation, scope and activities of the PSG by the 9/10 deadline;
- Dean Larson and Lucien Canton agreed last month to write something for the Bulletin; Dean said he has raw material and will work with Lu to make this happen. Dean also suggested that we especially aim for the January and April editions to coincide with and emphasize the progress of the EMAP and 2010 edition of NFPA 1600 as well as any other standards-related news.
- Meliha volunteered to work with someone or to write up a future article on her own.
- Elysa asked via email that the committee be made aware that Rex Brooks has agreed to draft an article on RM and HAVE standards for a future edition of the IAEM newsletter.

Updates to S&P Web Page on IAEM Web Site:

Thanks to Lloyd Bokman and Karen Thompson, the IAEM S&P Committee Web page has been updated and vastly improved. The following link was sent to all S&P Committee members with agenda:

<http://www.iaem.com/committees/Standards/> .

- Dean suggested that we provide links and information related to Standards of interest to IAEM membership. For example, news / updates re: EMAP open for comment, NFPA 1600 available by iPhone, NFPA 1600 ROC comments, etc. Dean's idea is that one of our goals, besides awareness and educating IAEM membership about standards, is to make the IAEM membership aware that the S&P Web page is an excellent resource for staying up-to-date on what is going on with both program and technical standards. The group liked the idea; Dean and others will be offering links and background materials as we continue to build and expand the Web page.

Reports on Standards:

- Steve asked if anyone had heard of an ASME effort on Risks and EM. Steve will forward information on this.
- Steve also reported that a higher education effort involving the IAEM Universities and Colleges Caucus (UCC) is also underway; this is a group of higher education campus-based EM practitioners (not academics). For information, see <http://www.iaem.com/Committees/UCC> .
- Dean offered information about work on an ASTM School Safety Standard for K-12; Kay Goss and Don Schmidt are working on this.
- Committee members agreed that this type of information would be well highlighted in a section of the S&P Web page as "On the Radar Screen" to give folks an idea of what is coming or under development.
- Avagene suggested that the S&P Committee also use the IAEM Mail List for dissemination of educational / informative bits of news, updates, etc.

Aug 15 Deadline for S&P Committee Report for IAEM Annual Report:

The IAEM 2008-2009 Annual Report covers June 1, 2008 through May 31, 2009. After discussion, Dean volunteered to recruit Meliha to help him write the S&P Committee Report with 8/15 deadline in mind.

Dean suggested the report should briefly cover:

- Expanded list of S&P Committee Members
- Articles on standards published and planned for IAEM Bulletin
- Upgrades to and plans for S&P Committee Webpage
- S&P Standards Panel presentation in Orlando

The email message with Annual Report requirements will be forwarded to Dean and Meliha. It was also suggested the S&P report do double duty as the basis for the end of fiscal year report to the IAEM leadership as required prior to the Annual Conference in Orlando.

Assignments / deadlines:

- Article commitments by Elysa (8/10), Bill, Dean and Lucien, Rex Brooks and Meliha (see above for deadlines as appropriate.)
- Dean, Steve and others, as opportunities arise, will provide links relative to expansion of the S&P Committee Webpage content as referenced above; please send to Dean and Avagene.
- Avagene will forward email with details for S&P's report for IAEM Annual Report to Dean and Meliha.
- Dean and Meliha will draft report and submit by 8/15.

Other: The IAEM S&P Committee will meet in Orlando on Sunday November 1, 10:00 AM to 12:00 Noon.

Next Meeting: The S&P Committee will meet on September 3, 3:00 PM EDT.

Adjourn: The IAEM S&P Committee adjourned at 3:40 PM EDT.

Submitted for Review/Comment on 8/0709; approved 8/12/09:

Avagene Moore, CEM®
IAEM S&P Committee Co-Chair