

IAEM Standards & Practices Committee Meeting Minutes

Conference Call –Thursday September 3, 2009 – 3:00 PM Eastern

Welcome / Introductions – Dean Larson, S&P Co-Chair, welcomed committee members. Those present for the conference call were: (listed alphabetically): Meliha Ayvaz, Lloyd Bokman, Lucian Canton, Steve Charvat, Elysa Jones, Jane Kushma, Avagene Moore, Linda M. Murawski, Ward Nolan, Bob Smith, and Billy Zworsche.

Linda Murawski, new to the committee, was asked to introduce herself to the members. Linda has many years of emergency management and project management to her credit. Much of her work experience has been with DOE, FEMA, and TEMA. She runs her own company in the Knoxville TN area.

There were no amendments to the agenda.

Business / Updates:

For Information Only (no action required): Minutes of the 8/06/09 S&P Meeting were approved on August 12 and posted to the S&P Web page.

IAEM Conference Presentation: In Jane Rovins' absence, Steve and Avagene reported that all paperwork and PPT slide decks from the five session panelists have been submitted to IAEM as required. Steve and Elysa suggested that a run-through of the panel presentation would be helpful. We will try to find a convenient time for everyone to get online and upload their slides for a cyber-rehearsal before Orlando. The Standards panel presentation is Wednesday, November 4, 11:00 AM. All S&P Committee members planning to attend the IAEM Conference were urged to be in the session to support the effort.

Article “Why Emergency Managers Should Care About Data Standards”: Elysa submitted her article by the August 10 deadline; it was accepted and is in the September 2009 IAEM Bulletin. Elysa hopes to get part 2 in by Sept 10 to help build interest in standards overall plus increase interest in the standards demonstration that OASIS and others are doing in Orlando. Elysa urged all committee members to support and promote the demonstration in the Exhibit Hall. See Elysa's article, page 4, of IAEM Bulletin: <http://www.iaem.com/membersonly/bulletin/documents/200909bulletinonline.pdf> .

Future Articles: Dean and Lucien are working on an article about types of standards; they plan to submit for review by the December 10 deadline. Elysa said Rex Brooks is working on an article for submission as well; it will probably be a 2-part document because of the technical nature of the article.

S&P Committee Report for IAEM Annual Report: Dean and Meliha successfully completed the S&P Committee Report for the IAEM Annual Report that will be handed out to all IAEM Conference attendees in Orlando. The report is posted on the S&P Web page and will be resent to all S&P Committee members because of Linda and a couple of members who did not see it.

S&P Web Page on IAEM Web Site: Lloyd reported on getting the S&P Web page updated. Karen Thompson, IAEM newsletter editor, is responsible for content and is our contact for maintaining our Web page. Avagene noted that Karen added a little blurb in the right hand corner of the page with Elysa's article that encourages folks to check out our Web page to learn what we are doing. One of the committee members wisely suggested to Steve that we add the link to the S&P Web page in slides used for the Orlando panel session on standards; Steve agreed to do that.

New Business:

Reports on Standards:

- Dean reminded the committee that October 5 - 8 is [World Standards Week 2009](#) (WSW), ANSI's annual series of meetings and events for the standards and conformity assessment community; that the NFPA 2010 edition will be published first of the year, and he will be in Chile next month for a meeting of ISO TC 223 on Societal Security.
- Lu reported he took a 2 ½ day course, "Implementation and Internal Auditing to the ASIS Organizational Standard (ASIS.SPC.1-2009)." ASIS.SPC.1-2009 is an American National Standard and uses the ISO Plan-Do-Check-Act management systems model to foster organizational resilience. Lu reported he did not find any conceptual inconsistency with NFPA 1600. The variance is in the more organized systems approach versus the functional approach in NFPA 1600. Lu suggested the ASIS standard may be of particular interest to companies that work internationally.
- Meliha asked about the value of highlighting DHS Title IX (private sector preparedness) in light of the upcoming IAEM conference; Dean suggested we hold that for next year.
- Lu also told the group about a new standard underway for EOCs. Once released we will place on the Web page.
- Elysa reported on upcoming OASIS standards out for review and editorial comments; she added that work on the SITREP standard continues.

Provide links, information related to Standards to add to the S&P Web page: This was brought up last month but everyone was reminded to please submit any resources we should share with others via the Web page.

- Meliha reminded us by email of a draft compendium of standards-related links, resources, etc. that was started a couple of years ago. The committee decided some time ago that the draft could be a useful tool but it needs editing and reformatted before adding it to the S&P Web page. Jane Kushma volunteered to take on this project. Avagene will send her the document

Assignments / deadlines:

- Elysa to write Standards Part 2 article and submit by September 10; Elysa will follow up with Rex Brooks about his article and help him if necessary.
- Dean and Lu will complete article on standards by December 10.
- Dean will resend copy of S&P Committee Report for IAEM Annual Report to all.
- All – please provide links and resources re: Standards, both professional/program or technical, to Dean or Avagene so we can enhance the S&P Web page and bring more traffic to it.
- Jane Kushma will review / reformat / add to draft compendium of standards-related links, resources, etc. for the committee. (Avagene will send to Jane.)

Wrap up: Dean reminded the committee of our next meeting, Thursday, October 1, 3:00 PM EDT; the November S&P meeting is at the IAEM Conference on Sunday 11/01/09, 10:00 AM to 12:00 Noon.

Other: Billy replied to a question about the CEM credential by Ward Nolan (degree requirement vs. experience). He explained there is work underway in the CEM Commission to be sure we are headed in the right direction. There is talk about an effort to develop a standard for emergency managers.

Adjourn: The IAEM S&P Committee adjourned at 3:47 PM EDT.

Respectfully submitted:

Approved:

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