

Meeting Notes (via teleconference)

COSTEP- CT met via teleconference on February 9, 2011.

Present: Kathy Craughwell-Varda (Conservation ConneCTion), Jane Cullinane (Conn. State Library, Preservation Office), Lori Foley (NEDCC), Dana Hewson (Mystic Seaport), Mark Jones (Conn. State Library, State Archivist), Tara Kennedy (Yale University Library, Preservation), Anne Leeny-Panagrossi (Albertus Magnus College), Rich Malley (Conn. Historical Society), Lizette Pelletier (Conn. State Library, Public Records Office), Andrew Raddant (U.S. Dept. of the Interior), Liz Shapiro (Conn. League of Historical Organizations), Jack Sullivan (FEMA), Anita Uhlan (FEMA).
Note taker: Tara.

Mutual Aid Workshop/ Grant

In a nutshell, Mark Jones has applied to NHPRC with Conservation ConneCTion for monies for a series of mutual aid roundtables on emergency management. Lori has been hired to come in for planning meetings for FEMA regions in CT. The workshops will ask participants in emergency and disaster preparedness workshops to complete emergency plans and then get onsite training. These workshops will also encourage other cultural institutions to come up and learn about COSTEP-CT, FEMA (what they have to offer and responding afterwards and what role COSTEP can play). This grant is to prevent isolation that seemed to happen during the summer disasters in CT. We want to support them in the responsibilities and duties are – set up a framework. These workshops are to start sometime in mid Summer, but we need equal representations from our emergency responders in order for these roundtables will be successful. This grant runs from fiscal year July 1, 2011 to June 30, 2012.

COSTEP-CT is looking to see if we can get some emergency responders from State Department Emergency Management as part of a Mutual Aid Workshop that we would like to hold.

- Mutual aid is divided by FEMA boundaries in CT into 5 groups
- Need to have the regional directors of the 5 regions as part of our group
- Regional 1 director is slated to participate

We don't know how to make connections in FEMA to get participation. How do we do this? Need for it to be vetted. Could Jack and Andrew blaze the path for us in order for us to plan meetings in their respective regions? COSTEP wants to set up a meeting but wants to make sure that we are following protocol in order to set up this meeting.

Jack said that there are people that are very interested in participating, but due to staffing and financial cutbacks, it would be difficult to find someone to step forward and champion this effort. Dana Conover is very interested and wants to stay in touch concerning our efforts. Jack will talk to Dana, and have regional administrations talk to directors to get better contacts. They should be able to provide resources and technical resources.

Dana is the person that you do not want to go by on this. Jack will email Dana and Kathy and let them know about the grant and that it requires that we have contact with the 5 regional directors. Kathy is willing to go meet with him if that is the logical progression. Lori will accompany Kathy as well as Mark.

Andrew agreed that he should be able to participate in the planning meeting and at least one roundtable. He will be happy to provide instruction on how to conduct the roundtables even though he cannot participate in all of the regional roundtables.

Jack will get a FEMA representative to all 5 roundtables. If meetings are scheduled as half-day morning meetings, then there is a stronger possibility of participation.

Kathy will send out the grant narrative to the group.

Statewide Emergency Recovery Services Contract

Jane has posted a document on Google Docs containing contract language to go out for bid to have a statewide emergency recovery services contract. The State of Georgia's contract (also on Google Docs) is a list of personnel services and equipment and what they would cost. Language for a federal emergency contract is also listed in Google docs.

Jane asked that people take a look at the document and make comments.

SAA National Archives Month – call for images

Mark Jones stated that SAA National Archives month is in October, which will be publicized throughout the state. Mark has received grant monies to design a poster; he will be printing posters and sending materials out. Since October is also Fire Prevention Month, he is asking for people to look through their image collections to find an appropriate image that might reflect archives and fire prevention.