

MINUTES
SAVANNAH HERITAGE EMERGENCY RESPONSE
EMERGENCY SUPPORT FUNCTION 11
NATURAL, CULTURAL AND HISTORICAL PROPERTIES
APRIL 28, 2010
KENNEDY PHARMACY BUILDING
10:00 a.m.

Present were:

Dennis Jones, Assistant Director, CEMA
Matt Stanley, ESF-11 Coordinator, CEMA
Beth Reiter, Green Meldrim House Museum
Sarah Ward, Chatham Savannah Metropolitan Planning Commission
Lydia Moreton, Curator of Collections Coastal Heritage Society
Gillian Brown, Archivist, Catholic Diocese of Savannah
Glenda Anderson, Director, City of Savannah Research Library and Municipal Archives
Jessica Mumford, Registrar, Telfair Museum of Art
David Grotyohann, City of Savannah Emergency Management
Jamie Credle, Director, Davenport House Museum
Vivian Rogers-Price, Research Center Director Mighty Eighth Air Force Museum
Lauree San Juan, Assistant Director, Congregation Mickve Israel
Luciana Spracher, Archivist, City of Savannah Research Library and Municipal Archives
Nora Lewis, Director of Library and Archives, Georgia Historic Society
Lynette Stoudt, Senior Archivist, Georgia Historical Society
Caroline Hopkinson, AASU/Lane Library
Michael Lloyd, Savannah Fire Department
Deborah Rouse, Archives and Special Collections Librarian, SCAD Jen Library
Daniel Massey, Clerk of Superior Court Eastern Judicial Circuit
Pete Shonka, Director of Development Services, City of Savannah
Liberto Chacon, Development Services, City of Savannah

- I. Dennis Jones welcomed the group. Introductions followed.
- II. An update was given on the Hazard Mitigation Plan which is pending approval by FEMA. After approval the municipalities and county commission must adopt the plan. The plan will then be a five year formal document.
- III. Glenda Anderson announced that there will be a community-wide Natural, Cultural, Heritage workshop on May 4th with Arthur Dutil, a firefighter and consultant on disaster planning for museums and historic buildings who will speak on Heritage Preservation's Risk Evaluation and Planning Program. The day-long program will include a risk assessment walk-through of the Juliette Gordon Low National Center and table top exercises. It is hoped that after the workshop SHER participants will conduct risk assessments of their individual institutions and return worksheets to SHER to aid in future planning efforts. Mr. Dutil will make two other presentations during the week. The first will be during CEMA's Annual Hurricane Conference (May 3rd) and the second during the State Emergency Management Conference (May 5th).

- IV. The Recovery Base Camp was discussed. There are no pre-established arrangements to provide refrigeration trucks at the recovery base camp. These need to be coordinated through contingency contracts. CEMA will assist with contractor selection as needed.

In 2009 the NCH community requested Base Camp accommodations for 25 people during the initial startup (1,000 person capacity) and expanding to 61 people as the base camp's capabilities expand. Dennis has this list including those who need freezer space, those who did not respond and those who do not want to participate. The list of SHER's 71 sites needs to be compared to the request for service list to see who has not responded. For instance no one responded from the four smaller municipalities. This list will be referred to the Planning Committee for updating and will become a part of the overall plan. The bed list needs to be updated by Mid June. A strategy needs to be devised to keep this material current.

- V. Glenda Anderson stated that she attended the Heritage Emergency Response Atlanta conference on April 21. The program included discussions regarding recovery vendors, insurers and appraisers. She stated that the program can be given in Savannah in late July and suggests that it coincide with the next SHER meeting. She will look into it and this can be referred to the Education and Training Committee.
- VI. Ms. Anderson also discussed the status of the Department of Administrative Services Disaster Recovery Service Contract. Once in place this will provide pre-qualified vendors for recovery items. It is not clear however, if this included freezers. Also there is a question about the size of the freezers and whether multiple units would be required by some institutions. There is also a question whether the program can be used by non-profits. Under FEMA public assistance can be available to qualified non-profits. The State is researching this.

It was suggested that as a part of the Facility Summary Form that non-profits let CEMA know if they have a private contract for freezers and what the square footage is so that CEMA can plan for where they should be put.

Glenda Anderson suggested that a program be held in the future to explain the contract. Department of Administrative Services staff are tentatively planning to be in Savannah in late July and could possibly speak at the next SHER meeting. This will be referred to the Education and Training Committee.

- VII. A. By-Laws

A paragraph by paragraph review of the proposed Savannah Heritage Emergency Response (SHER) By-laws was led by Dennis Jones. The following changes were agreed upon.

Page 5: Article II add a paragraph 7. Provide collegial assistance to other natural, cultural and historic communities developing or refining their disaster planning capabilities.

Page 6: Article III-Membership Section 1. Add new first sentence: Application for membership into SHER shall be made with submission of an application form to the Executive Committee. Edit last sentence to read Non-member representatives of NCH, first responder, and emergency

management entities may attend SHER meetings and education and training functions as non-voting colleagues.

Page 6: Article III Membership Section 2. Change first paragraph to read East Member Agency as defined at application...

Page 6: Article III Membership Section 5, second paragraph First sentence revise to read Member Agencies who are not represented at three regular SHER membership meetings...

Page 8: Article V Duties of the Executive Committee Officers, Section 1 Chairperson. Delete “serve as an ad hoc representative on each committee”.

Page 9: Article V Duties of the Executive Committee Officers, Section 3 Secretary revise first sentence to read The Secretary shall maintain membership list, and the minutes of SHER meetings etc.

In addition the following tasks were identified for the Executive Committee:

- Develop a basic membership form before July which will have the option of a member agency with multiple sites to be represented by one person acting on behalf of the agency or by a representative from each site acting on behalf of the site.
- Develop a definition and criteria for identifying a Natural, Cultural or Historic Property.
- Develop an attendance spreadsheet
- Research and report back next year on amending By-laws for term limits.
- Go over NCH list with Dennis to determine breakdown of list.
- Create an ad-hoc membership committee

ACTION: Ms. Rogers-Price moved that the By-Laws be approved as amended. Mr. Stanley seconded the motion and the By-Laws were approved unanimously.

b. Executive Committee: Dennis Jones lead the group in office solicitation and selection.

The following names were submitted as a result of the Officer Solicitation:

Chairperson – Beth Reiter (Green Meldrim House)

Vice Chairperson – Dennis Jones (Assistant Director, CEMA)

Secretary – Sherryl Lang (Juliette Gordon Low Birthplace)

There being no further nominations from the floor Ms. Ward moved that the nominations be closed. Ms. Stoudt seconded the motion and the slate was approved by acclamation.

The remainder of the meeting was lead by the installed Chairperson, Beth Reiter.

c. Committee Chair Assignments

Ms. Reiter made the following committee chair assignments:

Planning Committee – Daniel Carey (Historic Savannah Foundation)

Training and Education Committee – Caroline Hopkinson (AASU/Lane Library)
Ad Hoc Membership Committee – Lydia Moreton (Coastal Heritage Society)

d. Meeting Dates, Times and Venues

Ms. Reiter stated that the 2010-2011 general meetings would be held quarterly in July and October 2010 and January, April, July and October 2011. Days, times and venues to be determined. It is hoped that at the July meeting the program will be regarding recovery vendors, insurer and appraisers.

e. Image, Logo and Public Relations

Ms. Spracher volunteered to head an Ad Hoc committee to develop a logo. Ms. Jessica Mumford volunteered to assist her. Mr. Jones said the group could work with CEMA's Public Information Officer, Courtney Cunningham to develop press releases. It was also suggested to keep Heritage Preservation up-to-date through articles on their web page.

Attendees were encouraged to sign up for the various committees. There being no further business the meeting was adjourned at 12:00 noon.