



NFPA Technical Committee on
Pre-Incident Planning



**Pre-First Draft
Meeting (No. 2)**
August 28 – 29th, 2017

Attendees:

Jakubowski, Gregory	Chair	Blazemark Fire Planning Associates, Inc.
Blossom, David	Principal	Amerisure Insurance
Carsillo, Michael	Principal	Stuart Fire Rescue
Costello, Timothy	Principal	JENSEN HUGHES
Franchuk, Darrell	Principal	HSB Professional Loss Control
Gibson, Hugh	Principal	Verisk Analytics/Insurance Services Office, Zurich Services Corporation
Graupman, David	Principal	FM Global
Keith, Gary	Principal	J. W. Kennedy, LLC
Kennedy, John	Principal	Hoodland Fire District #74
Kline, Scott	Principal	Fire Safety Directors Assoc. of Greater NY
Murphy, Jack	Principal	Chubb Group of Insurance Companies
Nicoll, Scott	Principal	Preparedness, LLC
Schmidt, Donald	Principal	Bristol-Myers Squibb Company
Welling, John	Principal	Allianz Risk Consultants, LLC
Whalen, Timothy	Principal	TetraTek, Inc./AES Corporation
Woodfin, Ronald	Principal	Hebron Fire Department
Wyse, Ryan	Principal	JENSEN HUGHES
Battalora, Raymond	Alternate	HSB Professional Loss Control
Gunter, Bill	Alternate	FM Global
Spaziani, Michael	Alternate	

- I. Chair Jakubowski called the meeting to order on August 28, 2017 at 8:00 AM (ET).
- II. Welcome and Opening Remarks.
- III. Confirmation of attendees.
- IV. NFPA Process Presentation.
- V. Motion to approve the minutes from the Pre-First Draft Meeting conference call on December 19, 2016 (Attachment A) with the following amendment:

Task Group on Planning Concepts deleted as an editorial correction. Members added to a single Task Group on Alignment with other NFPA Standards containing Pre-Incident Planning Concepts. Ronald W. Woodfin remains Chair

Motion - Carried

VI. Reviewed purpose of the meeting and document schedules (Attachment B).

VII. Old business.

Provided a recap on topics and Task Groups for the 2020 edition of NFPA 1620 and reorganized members/topics:

- Errors, references, extracts & other house cleaning items.
 - John Welling (Chair)
 - Gregory Jakubowski
 - Bill M. Gunter
 - Gary Keith
 - Scott C. Kline
 - Jack Murphy
- Alignment with other NFPA Standards containing Pre-Incident Planning Concepts
 - Ronald W. Woodfin (Chair)
 - Bill Gunter
 - Ryan Wyse
 - Walter Groden
 - Michael J. Spaziani
- NIOSH FF Fatality investigations.
 - Ryan Wyse (Chair)
 - David R. Blossom
 - Gregory Jakubowski
 - Jack Murphy
- Marking & Numbering Scheme.
 - Timothy E Whalen (Chair)
 - George J. Browne
 - Gregory Jakubowski
 - John Welling
- Vacant Building Pre-Planning.
 - Scott C. Kline (Chair)
 - Hugh H. Gibson
 - Scott Nicoll
- Educational Occupancy & Active Shooter Pre-Planning.

- Donald L. Schmidt (Chair)
- David Blossom
- Jack Murphy
- Darrell M. Franchuk
- Alternative Energy Sources Pre-Planning.
 - David Blossom (Chair)
 - George J. Browne
 - Walter Groden
 - David J. Graupman
 - Robert T. Tebbs
- Highway/Interchange & Rail Line/Locomotives Pre-Planning.
 - Michael E. Carsillo (Chair)
 - Gregory Jakubowski
 - David Blossom
 - John W. Kennedy
 - Patrick Conroy

VIII. Committee Training provided.

IX. The Task Groups had breakout sessions for work items.

It was noted Task Group Chairs can contact staff for any assistance in the formation or submission of any Task Group Reports.

X. New business.

The following additional Task Groups were formed for the 2020 edition of NFPA 1620:

- Chapter 10 Mass Gatherings.
 - Jack Murphy – Chair
 - Donald Schmidt
- Construction, Alteration and Demolition
 - Timothy Whelan – Chair
 - John Welling
 - Mike Carsillo
 - Jack Murphy
 - Timothy Costello
- Updating Annex D Cards
 - Jack Murphy – Chair

- Scott Kline

The following additional work items and topics were identified for consideration in the 2020 edition of NFPA 1620:

- NFPA 1620 Reorganization – John Welling (Lead)
- Chapter 9 Vacant and Abandoned Structures absorbed into Chapter 5 Physical and Site Considerations – Scott Kline (Lead)
- Submission of Public Input to NFPA Standards (NFPA 1, NFPA 101, NFPA 241, 350 & 5000) to reference NFPA 1620 – Gregory Jakubowski (Lead)
- Update of case studies in Annex B – Ryan Wyse (Lead)
- Moving pre-incident plan document levels (Annex A.4.5) to the main body of the Standard – Jack Murphy (Lead) & John Welling
- Impairments requiring pre-incident plan revision (Annex A.12.2.1) – Michael Carsillo (Lead)

(Note: **December 1st, 2017 is the deadline** established by the committee for Task Group reports and any work items/topics. All are to be submitted as Public Input to the 2020 edition of NFPA 1620 once complete. The Closing Date for Public Input on the 2020 edition of NFPA 1620 is January 4, 2018.)

XI. Date and location of next meeting:

April 18 & 19th, 2018 Baltimore, MD.

XII. The meeting was adjourned at 1:50 pm on August 29th, 2017.



NFPA Technical Committee on
Pre-Incident Planning



**Pre-First Draft
Meeting
Minutes**
Conference Call
December 19, 2016
Revised 11/3/2017
**Note: 1:00 PM – 3:00
PM (ET)**

Attendees:

Gregory Jakubowski, Chair, Fire Planning Associates, Inc.
David R. Blossom, Amerisure Insurance
George J. Browne, TUV SUD America Inc./Global Risk Consultants Corporation
Michael E. Carsillo, Stuart Fire Rescue
Hugh H. Gibson, IV, Verisk Analytics/Insurance Services Office, Inc.
David J. Graupman, Zurich Services Corporation
Walter Groden, AIG Global Technical Office
Gary S. Keith, FM Global
John W. Kennedy, LLC
Scott C. Kline, Hoodland Fire District #74
Michael J. Spaziani, FM Global
Robert T. Tebbs, AIG Energy & Engineered Risk
Bill M. Gunter, Jr., HSB Professional Loss Control
Donald L. Schmidt, Preparedness, LLC
John A. Welling, III, Bristol-Myers Squibb Company
Ronald W. Woodfin, TetraTek, Inc. Fire Safety Technologies/AES
Ryan Wyse, Hebron Fire Department
David M. Hope, TetraTek Inc. Fire Safety Technologies
&
Michael T. Wixted, Staff Liaison

- I. Chair Jakubowski called the meeting to order on December 19, 2016 at 1:00 PM.
- II. Welcome and Opening Remarks.
- III. Confirmation of attendees.

IV. Confirmation of topics and Task Groups for the 2020 edition of NFPA 1620 (*note Task Group Chairs will be provided a separate pdf with the contact information of Task Group members*):

- Errors, references, extracts & other house cleaning items.
 - John Welling (Chair)
 - Gregory Jakubowski
 - Bill M. Gunter
- Alignment with other NFPA Standards containing Pre-Incident Planning Concepts
 - Ronald W. Woodfin (Chair)
 - Bill Gunter
 - Gary S. Keith
 - Ryan Wyse
 - Walter Groden
 - Michael J. Spaziani
- NIOSH FF Fatality investigations.
 - Ryan Wyse (Chair)
 - David R. Blossom
- Marking & Numbering Scheme.
 - George J. Browne (Chair)
 - Gregory Jakubowski
- Vacant Building Pre-Planning.
 - Scott C. Kline (Chair)
 - Gregory Jakubowski
 - Hugh H. Gibson
- Educational Occupancy & Active Shooter Pre-Planning.
 - Donald L. Schmidt (Chair)
 - David Blossom
- Alternative Energy Sources Pre-Planning.
 - David Blossom (Chair)
 - George J. Browne
 - Walter Groden
 - David J. Graupman
 - Robert T. Tebbs
- Highway/Interchange, Rail Line/Locomotives & Trains, Airplanes, and Ships Pre-Planning.
 - Michael E. Carsillo (Chair)
 - Gregory Jakubowski
 - David Blossom

○ John W. Kennedy

- V. The next meeting will be a Pre-First Draft Meeting and is scheduled for June 27-28th, 2017 at NFPA headquarters in Quincy.
- VI. The meeting was adjourned at 1:42 pm (ET).