



# NATIONAL FIRE PROTECTION ASSOCIATION

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## MINUTES

### NFPA Technical Committee on Pre-Incident Planning (PIP-AAA) NFPA 1660 First Draft Meeting (Custom ERRS A2027)

January 13, 2026

8:00 a.m. – 5:00 p.m. (Mountain Time)

Sheraton Denver Downtown Hotel  
1550 Court Place, Denver, CO 80202

1. **Call to order.** Gregory Jakubowski, chair, called the meeting to order at 8:00 a.m. on January 13, 2026.
2. **Introductions.** Attendees introduced themselves and identified their affiliation and NFPA staff took attendance.
3. **Chair report.** Gregory Jakubowski welcomed attendees and provided an overview of the meeting.
4. **Staff liaison report.** Nicole Cassels provided an overview of the standards development process and the revision cycle schedule.
  - a. The following members declared that they had been retained to represent the interest of an entity that would be classified in an interest category different from their own with respect to a specific issue or issues that were addressed by the committee. These members refrained from voting on the Public Input, Public Comment or other matters, as noted.
    - i. There were no declarations.
5. **Previous meeting minutes.** The minutes from February 2025, Web/Teleconference were approved without revision.
6. **NFPA 1660 First Draft.**
  - a. **Review of Public Inputs.** The Technical Committee reviewed the Public Inputs and developed First Revisions and Committee Inputs as necessary. The Technical Committee also reviewed the Public Inputs related to Chapters 1-3 and Annex Z and developed Committee Inputs with recommendations for the Technical Committee on Emergency Management and Business Continuity (EMB-AAA) as needed. These will be available in the First Draft Report at [www.nfpa.org/1660](http://www.nfpa.org/1660).
  - b. **Review of Committee Inputs.** Neither EMB-AAA nor the Technical Committee on Mass Evacuation and Sheltering (MEP-AAA) submitted any recommendations for review prior to this meeting.
  - c. **Task group reports.** There were no task group reports.

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These minutes are considered preliminary until approved at the next committee meeting.

- d. **Presentations.** The committee heard presentations from the following individuals.
- i. **International Fire Marshals Association (IFMA) NFPA Member Section – Call for Members.** Nicole Cassels for IFMA Member Section President Laurie Christensen. 5 minutes. Presentation attached.
- e. **New task groups.** The following task groups were appointed to work subsequent to the meeting:
- i. **TG-01.** TG Co-Chairs: Carey Hamel (EMB-AAA), Anne McCann (MEP-AAA), Michael Spaziani (PIP-AAA). Members: Scott Kline, Jason Mumbach, Lee Newsome, Theresa Newsome, and Michael Torkelson. Scope: This joint task group will review the entirety of the standard and develop recommendations to consolidate repetitive material throughout the standard related to training, exercises, and tests. The joint task group will submit their recommendations as public comments and will report back to the committee at the second draft meeting. [PI-4, PI-5, CI-31, CI-7, CI-6]
  - ii. **TG-02.** TG Co-Chairs: Diane Mack (EMB-AAA), Christopher Young (MEP-AAA), Scott Kline (PIP-AAA). Members: David Blossom, Kenneth Katz, Anne McCann, Jo Robertson, and Robert Sontag. Scope: This joint task group will review the entirety of the standard and develop recommendations to consolidate repetitive material throughout the standard related to administration, including, but not limited to, Chapter 4, Chapter 11, Section 5.4, and Section 12.7. The joint task group will submit their recommendations as public comments and will report back to the committee at the second draft meeting. [PI-4, PI-5, CI-31, CI-7, CI-6]
  - iii. **TG-03.** TG Co-Chairs: John Meizoso (EMB-AAA), Peter Brewster (MEP-AAA), John Mammoser (PIP-AAA). Members: Arthur Kaplan, Jacob O'Donovan, Jacob O'Donovan, Derek Post, and Jo Robertson. Scope: This joint task group will review the entirety of the standard and develop recommendations to consolidate repetitive material throughout the standard related to communications, including, but not limited to, Section 6.5, Section 6.6, Section 12.8, Section 12.9, Annex I, and Annex U. The joint task group will submit their recommendations as public comments and will report back to the committee at the second draft meeting. [PI-4, PI-5, CI-31, CI-7, CI-6]
  - iv. **TG-04.** TG Co-Chairs: Lorraine Webb (EMB-AAA), James Kane (MEP-AAA), Robert Woodard (PIP-AAA). Members: Bobby Baker, Tim Costello, Jo Robertson, Adam Woodfin, Ronald Woodfin, and Christopher Young. Scope: This joint task group will review the entirety of the standard and develop recommendations to consolidate repetitive material throughout the standard related to program maintenance, including, but not limited to, Chapter 10 and Chapter 16. The joint task group will submit their recommendations as public comments and will report back to the committee at the second draft meeting. [CI-31, CI-7, CI-6]
  - v. **TG-05.** TG Co-Chairs: Dietrich Kirk (EMB-AAA), Peter Brewster (MEP-AAA), Michael Torkelson (PIP-AAA). Members: Carl Finney, John Mammoser, Anne McCann, Jacob O'Donovan, and Jo Robertson. Scope: This joint task group will review the informational references in Section Z.2 and develop recommended revisions. The

joint task group will submit their recommendations as public comments and will report back to the committee at the second draft meeting. [PI-6, CI-28, CI-8, CI-5]

**7. Other Business.**

a. **Request to add a correlating committee.** The Technical Committee on Pre-Incident Planning unanimously passed a motion to request that the NFPA Standards Council appoint a correlating committee to facilitate correlation between the three technical committees responsible for NFPA 1660. The three technical committees have appointed several joint task groups to begin consolidating similar material throughout the standard, with the goal of creating a more cohesive, singular standard. Given these anticipated changes, a correlating committee would be very beneficial to maintain the standard going forward.

**8. Future meetings.** The next committee meeting is currently expected to be in August 2026. A meeting notification will be posted at [www.nfpa.org/1660next](http://www.nfpa.org/1660next) when the meeting is scheduled.

**9. Adjournment.** The meeting was adjourned at 5:00 p.m. on January 13, 2026.

**Attendees**

**Committee Members:**

✓	<b>Jakubowski, Gregory</b>	Chair	Buckeye Partners LP
	<b>Altemose, Scott</b>	Principal	Trefoil Training & Technical Assistance
✓*	<b>Blossom, David</b>	Principal	Atlantic Risk Services
	<b>Carney, Jeffery</b>	Principal	Hamilton County 9-1-1 ECD
✓*	<b>Carsillo, Michael</b>	Principal	International Fire Marshals Association
✓*	<b>Chacon, Joseph</b>	Principal	TERPConsulting/ FLS Engineering, Inc.
✓	<b>Cole, Anthony</b>	Principal	Senez Consulting, Inc.
✓	<b>Costello, Timothy</b>	Principal	Wiss, Janney, Elstner Associates, Inc.
	<b>Duncanson, Richard</b>	Principal	NFPA Fire and Emergency Services (FES)
	<b>Gibson, Hugh</b>	Principal	Verisk Analytics/Insurance Services Office,
	<b>Gray, Sean</b>	Principal	Cobb County Fire And Emergency
✓*	<b>Gunter, Bill</b>	Principal	HSB Professional Loss Control
✓*	<b>Iannucci, Samuel</b>	Principal	Chubb Group of Insurance Companies
✓	<b>Kline, Scott</b>	Principal	Hoodland Fire District #74
✓	<b>Mammoser, John</b>	Principal	Jensen Hughes
	<b>Murphy, Jack</b>	Principal	Fire Safety Directors Association of
✓	<b>Post, Derek</b>	Principal	Fire And Risk Alliance, LLC

	<b>Reiswig, Rodger</b>	Principal	Johnson Controls
✓*	<b>Schmidt, Donald</b>	Principal	Preparedness, LLC
✓*	<b>Spaziani, Michael</b>	Principal	FM
✓	<b>Torkelson, Michael</b>	Principal	Lawrence Berkeley National Laboratory
	<b>Towski, Chris</b>	Principal	International Association of Fire Fighters
	<b>Valentine, Paul</b>	Principal	Zurich Insurance North America
✓	<b>Walch, Mathew</b>	Principal	Wilbraham Fire Department
	<b>Welling, John</b>	Principal	Fire Planning Associates, Inc./Blazemark
✓*	<b>Whalen, Timothy</b>	Principal	Allianz Commercial
✓*	<b>Woodfin, Ronald</b>	Principal	TetraTek, Inc./AES Corporation
	<b>Khungar, Alka</b>	Alternate	Johnson Controls
	<b>Krauss, Barton</b>	Alternate	Fire Planning Associates, Inc.
✓*	<b>McEnery, John</b>	Alternate	Jensen Hughes
✓	<b>O'Donovan, Jacob</b>	Alternate	Senez Consulting, Inc.
✓	<b>Sontag, Robert</b>	Alternate	TERPconsulting
✓*	<b>Woodard, Robert</b>	Alternate	Zurich Resilience Solutions
✓*	<b>Woodfin, Adam</b>	Alternate	TetraTek, Inc.
✓	<b>Cassels, Nicole</b>	Staff Liaison	National Fire Protection Association

### Guests:

Beebe, Chad	American Society for Healthcare Engineering (ASHE); Chair of the NFPA Technical Committee on Mass Evacuation and Sheltering (MEP-AAA)
Chang, Ray	Embry Riddle Aeronautical University; Member of the NFPA Technical Committee on Emergency Management and Business Continuity (EMB-AAA)
Jellets, Jeffrey	Salvation Army
Kirk, Dietrich	US Department of State; Member of the NFPA Technical Committee on Emergency Management and Business Continuity (EMB-AAA)
Rice, Timothy	TRC Services; Chair of the NFPA Technical Committee on Emergency Management and Business Continuity (EMB-AAA)
Thayer, Carl	Swiss Re; Member of the Technical Committee on Emergency Management and Business Continuity (EMB-AAA)

\*Participated by teleconference

Total number in attendance: 29

Membership information for the joint task groups:

<b>Name</b>	<b>Technical Committee or Guest</b>	<b>Employer</b>
Baker, Bobby	EMB-AAA	Jensen Hughes
Blossom, David	PIP-AAA	Atlantic Risk Services
Brewster, Peter	EMB-AAA; MEP-AAA	US Department of Veterans Affairs
Costello, Tim	PIP-AAA	Wiss, Janney, Elstner Associates, Inc.
Deonarine, Leonard	MEP-AAA	Jensen Hughes
Finney, Carl	EMB-AAA	US Bank
Hamel, Carey	EMB-AAA	Manulife/John Hancock
Jellets, Jeff	EMB-AAA	The Salvation Army
Johnson, Carrie	Guest	Central Arizona Fire Department
Kane, James	MEP-AAA	Turner Construction Company
Kaplan, Arthur	MEP-AAA	The Kaplan Group, Inc.
Katz, Kenneth	EMB-AAA	Travelers Insurance Company
Kirk, Dietrich	EMB-AAA	US Department of State
Kline, Scott	PIP-AAA	Hoodland Fire District #74
Lamar, Walter	EMB-AAA	University Of Miami Health System
Mack, Diane	EMB-AAA	Mack Strategies, LLC
Mammoser, John	PIP-AAA	Jensen Hughes
McCabe, Anthony	EMB-AAA	University of Miami Health System
McCann, Anne	MEP-AAA	ASAR Training & Response
Meizoso, John	EMB-AAA	Miami Dade Fire Rescue
Molloy, Bernard	Guest	Murrieta Fire Department
Mumbach, Jason	EMB-AAA	Marsh Advisory; Marsh USA Inc.
Newsome, Lee	EMB-AAA; MEP-AAA	Emergency Response Educators & Consultants
Newsome, Theresa	EMB-AAA; MEP-AAA	Emergency Response Educators & Consultants
O'Donovan, Jacob	PIP-AAA	Senez Consulting (SenezCo)
Post, Derek	PIP-AAA	Fire And Risk Alliance, LLC
Prieto, Peter	EMB-AAA	International Nightclub Safety
Robertson, Jo	EMB-AAA	TriNet
Sickinger, Brian	EMB-AAA	Mitsui Sumitomo Marine Management
Sontag, Robert	PIP-AAA	TERPconsulting
Spaziani, Michael	PIP-AAA	FM GLOBAL; FM Global
Stanford, Zach	Guest	Nimbus Resilience Solutions
Sutton, Jeannette	Guest	University at Albany
Torkelson, Michael	PIP-AAA	Lawrence Berkeley National Laboratory
Webb, Lorraine	EMB-AAA	Office of the Fire Marshal and Emergency Management
Woodard, Robert	PIP-AAA	Zurich Resilience Solutions
Woodfin, Adam	PIP-AAA	TetraTek, Inc.
Woodfin, Ronald	PIP-AAA	AES Corporation
Young, Christopher	MEP-AAA	American Red Cross

