

WYOMING CHAPTER OF ARMA INTERNATIONAL
Chapter General Meeting
RIM Month-Disaster Preparedness Panel Discussion Workshop
April 9, 2010
Herschler Bldg., 122 W. 25th, Room B63

Please Note: These minutes are abridged.

Members Present: Kristy Anderson, Mary Bausserman, Ramona Christensen, Donna Crock, Wendy Kinkade, Debbie Leonard, Kathy Levasseur, Pat Newbern, Barb Thomasee, Tim Tyler, Janie Wait, Rich Wilson

ARMA International Member Present: Molly Davis

Speakers: Molly Davis, CRM; Melissa Chew, CPRP; Heather Fleishhacker, Janie Wait, CRM, MBA

Topic: Disaster Preparedness Panel Discussion Workshop

Meeting was called to order: By President Pat Newbern at 12:28 p.m.

Pat welcomed the 70 workshop attendees and 4 panelists and explained our observation of Records and Information Management Month (RIM Month) with ARMA International. Pat introduced Wyoming ARMA Chapter board members and the recipients of the Tony Award Scholarships. Pat introduced and thanked Tim Tyler and the Wyoming Department of Transportation (copies of handouts), Wyoming State Archives, and WY SHRAB for their assistance to make this workshop possible. Pat then introduced the first speaker, Molly Davis, CRM, Circuit Rider Records, Ft. Collins, CO.

Molly described the 1997 flood in Ft. Collins, CO and explained the importance of documenting information in a disaster. She explained how she collected flood documentation from fire and police departments, newspapers, news, weather forecasts, radar images and emergency responders, and showed photos of the flood, Molly also described and showed photos from Granby, where various city buildings, including the Granby City Hall were damaged by an unhappy Granby citizen in a bulldozer. Additional photos included damage from a roof collapse due to a severe snowstorm in Ft. Collins, CO.

Melissa Chew, CPRP, Director of Parks and Recreation, Windsor, CO was the next speaker. Melissa described the May 22, 2008 tornado in Windsor, CO, from her office in Town Hall. More than half of the town was without power and means of emergency resources. Emergency generators were used to keep the servers running, and within 12 hours the city updated their website with a dedicated tornado page which was used to direct the public to emergency aid, location of town services, meeting notices, grant/loan opportunities and documented recovery efforts. Those with blackberry's, smartphone's, or access to the internet with laptops could then find badly needed assistance information.

The community obtained over one million dollars in grant money for many restoration and recovery processes. Melissa also showed photos of the damage from the tornado.

The third speaker was Heather Fleishhacker, Valley Construction & Restoration of Cheyenne, LLC. Valley Construction aided in the restoration of the Sinclair museum, 99.9% of the items were salvaged. Heather provided before and after photos of items restored in the museum. The project took 3 weeks to complete. Heather described how items were cleaned and provided information for being prepared for a disaster. She recommended using a video camera to record everything you have and store the tape off site. Time is a key factor in restoration. If paper cannot be dried immediately it should be frozen and then dried a box at a time with fans. Heather explained that when cleaning smoke damaged documents you should not wipe the soot from the documents, a hepa vac should be used. Most items are salvageable but you should weigh the cost of restoration vs replacement. She explained dry ice blasting, which is the most effective way to remove smoke. It disinfects old and fragile books without damage. She also described structure blasting, a thermal energy system used to dry buildings. Air is blown over the structure and the building is usually dry within a day.

The final speaker was Janie Wait, CRM, MBA, Intermountain Records Center Inc., Casper, WY. Janie discussed the July 3, 2009 flood in Casper, WY. She also provided a hazard event summary for Casper which dated back to 1891, and many historical weather statistics. Janie also discussed insurance structure for businesses and FEMA assistance. Documentation is very important. Damage must exceed one million dollars to qualify for disaster declaration and FEMA support. Many lessons were learned from the flood and changes were made.

A question and answer period followed the presentations.

Meeting was adjourned at 3:45 p.m.

Respectfully submitted by:
Debbie Leonard
Secretary