



THE FORUM ESTABLISHED TO FACILITATE THE EXCHANGE AND DISSEMINATION OF INFORMATION REGARDING ALL ASPECTS OF CONTINGENCY PLANNING IN BOTH THE PRIVATE AND PUBLIC SECTORS, INCLUDING BUSINESS INTERRUPTION AVOIDANCE, BUSINESS RESUMPTION PLANNING, CONTINGENCY OPERATIONS, AND DISASTER RECOVERY PLANNING.

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**MINUTES**  
**General Membership Meeting**  
**March 20, 2008    2:00 p.m.**  
**Charter Communications**

**Attendees:**

Akers, Jim .....Parkway School District  
Banks, Wayne .....Mitel, Inc.  
Bathon, Anna .....Bank of America  
Carnaghi, Karla .....WorkSafe Midwest  
Chesson, Jehu .....MasterCard Worldwide  
Deachan, Molly .....Edward Jones  
Drescher, Dan .....Charter Communications  
Fagyal, Robert .....Wells Fargo Home Mortgage  
Gonzalez, Carolyn .....MasterCard Worldwide  
Hunt, Roger .....Concordia Publishing House  
Jurado, Richard .....SAVVIS, Inc  
Kriegshauser, Herman ....The Salvation Army  
McCaffrey, Sean .....The Salvation Army  
McDonough, Shawnee ....Anheuser-Busch Companies  
Moynihan, Matthew .....Fusion Risk Mgmt, Inc.  
Pelliccione, Peggy .....First Bank

Pilla, Betsy ..... 3N  
Post, Patricia ..... MasterCard Worldwide  
Roeseler, Tom ..... Bank of America  
Schmidt, Warren ..... MasterCard Worldwide  
Spears, Keith ..... Enterprise Rent-A-Car  
Stephenson, Marc ..... Charter Communications  
Thomas, Paul ..... DRI International  
van Zanten, Helena ..... MasterCard Worldwide  
Weber, Gene ..... Ameren  
Zimmerman, Laura ..... Graybar Electric  
GUESTS:  
Bufalo, Vance ..... Ameren  
Popelka, Jason ..... Sisters of Mercy Health System  
Smith, Clifford ..... Principia School  
Smith, Leslie ..... Edward Jones  
Steel, Emma ..... at&t

The March 2008 General Membership Meeting of the MidAmerica Contingency Planning Forum was held on Thursday, March 20, at Charter Communications, beginning at 2:00 p.m.

President Anna Bathon welcomed everyone and thanked Dan Drescher and Charter Communications for hosting the meeting. She encouraged members to contact any of the Board members with suggestions for future meeting topics, meeting sites, or any concerns/comments regarding the Forum. Introductions by all in attendance followed. Introductions by all were made.

**A.    *Previous Meeting Minutes***

The February meeting was cancelled due to weather. The meeting minutes for the January General Membership Meeting are available on-line.

**B.    *Program Updates***

MCPF Program Director Carolyn Gonzalez provided the following upcoming meeting dates:

- April 17** – BS 25999 Implementation; @ Reuters America
- May 15** – Business Continuity and CERT; @ Express Scripts
- June 19** – Communicating During a Crisis @ Express Scripts

**C.    *Treasurer's Report***

The Treasurer's Report was given by Helena van Zanten.



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#### **D. Membership Report**

The membership report was given by Roger Hunt. Membership fees for 2008 are due, along with a completed application. Payments and applications can be given to any of the Board members at our meetings or mailed. Those members not in good standing as of June 30, 2008 will be dropped from the distribution list.

#### **E. Upcoming Activities**

Upcoming activities that may be of interest to MCPF members include:

- March 25–28 – SEMA's Annual Spring Conference in Branson, MO
- March 25-26 – Implementing BS 25999 Course, Fairview Heights, IL
- March 30–April 2 – DRJ Spring World 2008 in Orlando, FL
- May 14–16 – BCP501 Instruction and Certification at Express Scripts. Register online at Disaster Recovery Institute (DRI.org) - [www.drii.org/DRII/Courses/wfCourseDescription.aspx?ID=14&PID=0805501STL&FID=MAIN](http://www.drii.org/DRII/Courses/wfCourseDescription.aspx?ID=14&PID=0805501STL&FID=MAIN)
- DRJ Webinars – <http://www.drj.com/special/webinars/>
- Missouri SEMA Training Schedule – <http://training.dps.mo.gov/sematraining.nsf/TrainingSchedule?OpenForm>

#### **F. New Business / Announcements / Miscellaneous**

[DRJ.com](http://www.drj.com) website has gone through some remarkable changes recently. Take a moment to look over their new site (a new registration and password setup is required – takes only seconds!). They have enhanced their site to bring the world of DRJ in a more efficient format. The site is easier to navigate, allowing quick access to the information that meets your needs. The site offers an enhanced sense of community! Find BC blogs, monthly podcasts, discussion forums, continuity groups, archived magazines, and more. With one registration and one login, you have a wealth of information at your fingertips.

#### **G. Featured Topic**

Today's session was presented by Michael Griffin and was titled "Reducing Earthquake Damage in Missouri through Mitigation." Highlights from the presentation include:

- Earthquake Hazards
  - ✓ St. Louis area has not only the New Madrid fault, but also the Wabash fault.
  - ✓ Soil components and evaluated risk during an earthquake
  - ✓ Hazardous materials
  - ✓ Buildings, bridges, and other structural components are old and/or not up to code
  - ✓ Safety of own business and neighbors
- Structural vs. Nonstructural Components
  - ✓ Structural
    - Building structure (beams, columns, floors, foundations)
    - Design, including seismic, by Structural Engineer



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- ✓ Non-Structural
    - Architectural Components (windows, finishes, chimneys, storage racks, elevator systems, etc.)
    - Mechanical and Electrical Components
    - Life Safety systems (fire protection, alarms, smoke detection, emergency systems, etc.)
    - Furniture, Equipment, etc.
  - Historical Performance of Nonstructural Components
    - ✓ Damage to non-structural systems and components usually exceeds 50% of the total value of a facility
    - ✓ Non-Structural Damage Impacts:
      - Life Safety
      - Property damage or loss
      - Recovery & restoration time
      - Loss of function
      - Business interruption
    - ✓ Architectural damage components
      - Parapets/partition walls
      - Ceilings
      - Windows
  - Issues Affecting Nonstructural Earthquake Performance
    - ✓ Building code design philosophy
      - Continue operations
      - Immediate occupancy
      - Life Safety
      - Collapse prevention
      - Not intended to protect against property damage
      - Minimum set of design requirements
    - ✓ Nonstructural component seismic design
      - International building code & ASCE 7-05 Chapter 13
      - MEP Design Requirements
        - International Mechanical Code
        - International Electrical Code
        - International Plumbing code
        - International Fire Code
    - ✓ Construction process
      - Contractor designed
      - Construction sequencing
      - Field routed/installed components
      - Congested ceiling/plenum spaces
    - ✓ Quality control & enforcement
      - Expected earthquake design performance objectives are met
      - Reduction in risk or damage to the component itself
      - Reduction in risk or damage to adjacent or closely located items
      - Reduction in life-safety risk



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- For critical facilities, needed operability assurance is necessary for immediate occupancy (i.e., hospitals, fire stations, police stations, etc.)
- Importance of Mitigation
  - ✓ Benefits:
    - Reduced property damage
    - Reduced repair & restoration costs
    - Reduced business interruption
    - Reduced CAT insurance premiums
    - Reduced loss of market share
    - Reduced supply chain impacts
  - ✓ First Steps
    - Identify critical business operations or functions
    - Assess backup, recovery & redundancy capabilities
    - Quantify facility earthquake risk
  - ✓ Nonstructural
    - Strengthening results in highest benefit-to-cost ratios
    - Business impacts avoided
      - Direct component damage & replacement
      - Cleanup & recovery
      - Business interruption
    - Strengthening is straightforward
      - Predominantly anchorage improvements
      - Maintenance staff implementation
  - ✓ Implementation
    - Develop long-term strategy
    - Identify opportunities
      - New construction
      - Planned facility outages
      - Renovations and remodels
      - New equipment installations
      - Aging equipment replacement
      - Equipment maintenance activities

The next meeting of the MCPF General Membership is scheduled for **Thursday, April 17, at Reuters America**. Announcements will be distributed late March or early April.

There being no further items for discussion, the meeting concluded at approximately 3:45 pm.

Recorded by:

**Peggy Pelliccione**  
MCPF Secretary  
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