

**Community Resilience Panel:
Coordinating Committee (CRPCC) Meeting Draft**

MEETING DATE: June 5, 2017
TIME: 11:00 am to Noon EST
ISSUE DATE: August 2, 2017

ATTENDEES:

Attendee	Panel Position	Affiliation
Jay Raskin	Panel/CRPCC Chair	Jay Raskin Architect
Chris Baglin	Governance Stakeholder Representative	PPC
Stephen Cauffman	Federal Sponsor	NIST
Megan Clifford	Data, Metrics & Tools Chair	Argonne National Lab
Kathryn Condello	Communications Chair	Century Link
Susanne DesRoches	Transportation Chair	New York City
Brendan Doyle	Federal Co-Sponsor	EPA
Steve Ernst	Transportation Vice Chair	Federal Highway Administration
David Eisenman	Social & Economic Vice Chair	UCLA
Dryver Huston	Water & Wastewater Secretary	University of Vermont
Leon Kempner	Energy Chair	Bonneville Power Administration
Ting Lin	Data, Metrics & Tools Secretary	Marquette University
Terri McAllister	Federal Sponsor	NIST
Charlotte Milliken	Co-Sponsor	National Academies
David Mizzen	Panel Administrator	ARA
Ann Terranova	S&E Secretary	AECOM
Julia Phillips	Energy Vice Chair	Argonne National Lab
John Plodinec	S&E Chair	CARRI
Priya Shrinivasan	Communications Vice-chair	DOITT NYC
Mike Stuhr	Water and Wastewater Chair	Portland Water Bureau
David Vaughn	Buildings & Facilities Secretary	Clemson University
Peter Vickery	Panel Administrator	ARA

DISTRIBUTION: Attendees and CRPCC

NOTES BY: Jesse M. Keenan, substituting for Lindsay Brugger, Panel Secretary

1. Welcome and Introductions

Jay Raskin (Chair) welcomed participants and thanked them for attending. Following introductions, he ascertained that a quorum was present. A motion to approve the minutes of the May 1st meeting was made, seconded, and unanimously approved.

2. Transportation Research Board (TRB)

Susanne DeRoches: TRB has agreed to help support the CRP. It is part of National Academy of Science (NAS), which is already a co-sponsor. TRB and the Transportation Committee had jointly submitted a proposal for a grant from TRB to fund research to location resources for RKB, which was turned down. They are seeking other funding opportunities. Most of CRP Transportation members are active members of TRB and they continue the cross-pollination between TRB and CRP membership. Right now, the thrust is getting TRB to work from a “community” perspective, which is a new concept for the organization.

3. Project Software

Steve Cauffman: Software is being rolled-out to the standing committees. Invitations will be sent out for each committee to each individual member.

David Mizzen: ARA is starting to demo the software to committees, with the DMT and Building & Facilities committees going first. ARA will add a link to the website through which members can access the software directly.

4. Resilience Knowledge Base (RKB)

David Mizzen: The RKB has been demonstrated to the DMT and Building committees. Robert Ashcraft recommended a demonstration video. ARA is working on additional graphics. Robert will be the new chair of RKB working group.

5. NIST New Publications

Steve Cauffman: New Guide Briefs have been published that address the specific steps within the Guide.

6. Reports from Standing Committees

Buildings and Facilities (David Vaughn): The committee is pursuing opportunities to present at external conferences to get the word out, including an ASTM conference. Committee members have many questions about the content for the RKB. Also, the committee members have many opinions about the content.

Communications (Kathryn Condello): The NIST Guide has been resubmitted to industry partners to update and reevaluate. The committee will work on demonstrating the platform in July. The committee members are also working with the wireless industry to update best practices.

DMT (Megan Clifford): There is now a core membership group. This group is voting to approve and update the roles and responsibilities document to run their committee. There has been ongoing discussion about the RKB working group and the DMT has questions about standardizing the vision for the RKB. The Panel believes the working demo looks issue free at this stage. Next month they will look at the ANCR and community maturity model to evaluate them within the committee.

Energy (Julia Phillips and Leon Kempner): The Energy Committee is currently adding and reviewing energy resilience documentation. There are some interesting upcoming energy resilience conferences.

SharePoint appears to be useful for the committee. Members are using conferences to make connections for their expanding membership.

Social and Economic (John Plodinec): The committee continues to work on the interdependencies exercise conducted in Miami. They are pursuing interactive themes with other committees, including adapting business continuity frameworks. How can the NIST Center for Excellence (COE) facilitate modeling to connect business continuity models to community decisions? John will send the results to Jay for distribution to the CRPCC. They desire a stronger link for the Panel to the COE and have developed a revised format for document submission for the RKB.

Transportation (Susanne DesRoches): Other than the TRB, the Transportation Committee is also looking at the maturity model from NIST.

Water and Wastewater (Mike Stuhr and Dryver Huston): This committee has over a 100 documents to be reviewed for the RKB. They are waiting to hear about a grant for supporting additional papers and an image database.

7. RKB Stress Testing

Jay Raskin: We should start adding materials to the RKB to stress-test it.

John Plodinec: John thinks this is fine.

Megan Clifford: This is a two-step process. There are some basic criteria across the CRP and then some that are applied by each sub-committee. We should determine what criteria are consistent across sub-committees. The DMT has modified the taxonomy for meta-tagging.

Leon Kempner: Mr. Kempner is confused about the end-product. He is having a hard time finding documents that directly address the community's need for knowledge. The committee's materials will help utilities and not community members.

Kathryn Condello: Ms. Condello is struggling about the subjectivity of what is most appropriate for inclusion in the RKB. She is challenging the generalizability of common criteria. Within communications, documents are in plain English and focused on best practices. She wants communities to be engaged in the dialogue.

Steve Cauffman: [Responding to Condello] Maybe this is about public sector management. There are different targets for their guidance.

David Vaughn: There is no single repository for resilience documents and standards. There needs to be a single location. There should be two ways of using the RKB: (i) one that includes everything, and (ii) one that includes just those items that are recommended.

Jay Raskin: Mr. Raskin believes we need to discuss this further. He suggests that we set aside time at the next Panel meeting to discuss in person. There was general agreement to do this.

8. Future Panel Meetings

David Mizzen: ARA is looking at hotel bids in Minneapolis. They hope to make a decision in the next week or two.

Steve Cauffman: NIST is trying to target the latter half of the month of October. For the Spring and Fall of 2018, they are looking at partnering with TRB in the Spring and ResCon in the Fall.

Sussane DesRoches: Have we thought about partnering with Rockefeller or C40? It would be smart to tag on to one of their conferences.

Steve Cauffman: [Responding to DesRoches]: We have a pending MOU with 100 Rockefeller Cities to be a platform partner.

9. Panel Notification

Jay Raskin: Should we send notifications to Panel membership about upcoming events by email or rely on notices on the webpage? The consensus supported sending emails to the membership.

10. New Business

Steve Cauffman: We are thinking about having a day-long meeting of the panel leadership in DC in July or August. Mr. Cauffman will send out a Doodle Poll. Mr. Raskin requested that the dates extend into September due to vacation conflicts.