

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

MEETING DATE: October 3, 2016
TIME: 11:00 am EDT to 12:00 pm EDT
ISSUE DATE: November 10, 2016

ATTENDEES:

Attendee	Panel Position	Affiliation
Jay Raskin	Panel/CRPCC Chair	Jay Raskin Architect
Jesse Keenan	Panel/CRPCC Vice Chair	Harvard University
Kevin Bush	Federal Co-Sponsor	HUD
Stephen Cauffman	Federal Sponsor	NIST
Megan Clifford	Chair of Data, Metrics & Tools	Argonne National Laboratory
Brendan Doyle	Federal Co-Sponsor	EPA
Steve Ernst	Transportation Vice Chair	Federal Highway Admin.
Ting Lin	Data, Metrics & Tools Secretary	Marquette University
Rachel Minnery	Buildings & Facilities Vice Chair	AIA
David Mizzen	Panel Administrator	ARA
Ronda Mosley	Energy Chair	Public Technology Institute (PTI)
Julia Phillips	Energy Vice Chair	Argonne National Laboratory
John Plodinec	Social & Economic Vice Chair	CARRI
Priya Shrinivasan	Communication Vice Chair	New York City
Sunil Sinha	Water & Wastewater Vice Chair	Virginia Tech
Michael Stuhr	Water & Wastewater Chair	City of Portland
Ann Terranova	Social & Economics Secretary	AECOM
Lindsay Brugger	Panel Member	AIA

DISTRIBUTION: Attendees and CRPCC
NOTES BY: Jay Raskin, CRPCC Chair

1. Welcome and Introductions

Jay Raskin (Chair) welcomed participants and thanked them for attending. Meeting minutes from last meeting are still being written and will be voted on in next meeting.

2. Charter, Webpage, Project Coordination Software Updates

David Mizzen said the Charter needs a few more votes to pass and that he will contact Panel members who still need to vote. David will notify us when this is completed.

David Mizzen indicated that the webpage has been approved, but he has no information about when it will be uploaded. Stephen Cauffman specified that Mattermost project coordination software has been selected and is still in the process of security review.

Jesse Keenan indicated that he is working on two documents to help people understand the structure of the Resilience Knowledge Base (RKB). One is a process diagram that shows where we are heading. The other is a work flow diagram that allows people to see where they are in the over structure.

3. Van Alen Institute Resilience Competition

Jesse Keenan discussed his work with the Van Allen Institute (who develops cross disciplinary research, public programs and design competitions) to develop the completion guidelines for the Request for Proposal (RFP) for the Sea Level Rise Competition funded by the Rockefeller Foundation. The guidelines will be based on the Community Resilience Planning Guide.

Brendan Doyle will send EPA visioning exercises he thinks are useful to Jesse. According to Stephen Cauffman, the timing for the competition is late spring 2017.

4. ASCE IRD Coordination

Mike Stuhr reported on the informal meeting he organized with members of the American Society of Civil Engineers Infrastructure Resilience Division (ASCE IRD) who were in Portland for the annual ASCE Convention. This meeting included Craig Davis, Kent Yu, Chris Poland and Jay Raskin who are Panel members along with Catherine Tehan and Jim Rossberg of ASCE. IRD is newly formed and very interested in collaborating with the Panel, especially the Water & Wastewater Committee. Creating a manual for seismic of pipelines is currently a major gap they want to fill.

The group also discussed how ASCE documents could be included in the RKB, since the standards and some other documents are for sale. These can be referenced in any case. Sunil Sinha indicated the ASCE Assessment Management Unit is being created and will become a useful resilience tool.

The group hopes to keep in touch and see how things develop.

5. Local Community Feedback

Both Megan Clifford and Ronda Mosely expressed the need, via email to the Chair, for more outreach to local communities to determine the communities' actual needs. Megan mentioned that the committee felt it was very helpful that Molly O'Donnell from Fort Collins spoke to the DMT at the last Panel meeting. Ronda's organization (PTI) is comprised of four state and local government organizations (National League of Local Cities, NACCO, etc.). They will reach out to local governments to help them understand their needs. They would need to develop a short list of precise questions to ensure good response. Jay, John Plodinec, and Brendan Doyle volunteered to help Ronda develop the questions.

6. Preliminary Identification of Resilience Gaps

Jay requested that each committee identify a list of no less than three and no more than ten resilience gaps that the committees felt were the most important following the year's discussions. Rachel Minnery indicated that Building and Facilities had already done this exercise and will send the results to committee chairs. Brendan said that EPA is doing a similar exercise and will send the results when completed.

7. Updates

Standing Committee Officers delivered their reports:

Buildings and Facilities (Don Scott): The committee as created new smaller groups. They are also finishing the scenario team exercises, having some teams go back to more fully incorporate the 6-steps of the Community Resilience Planning Guide.

Communications (Priya Shrinvasan): David will follow up with Priya about the appointment of Kathryn ____ as committee chair.

Data, Metrics, and Tools (Megan Clifford): Megan will attend the NIST Center of Excellence three day workshop in DC that will look at tools and models for development.

Energy (Ronda Mosley): The Energy Committee meets on Oct 12th to review nominations.

Social and Economic (John Plodinec): John attended the Building Resilience Conference in New Zealand and will send the Coordination Committee a copy of the table of contents with the white papers being generated from the conference. The committee decided to strengthen liaisons with the other Panel committees. He also felt there needs to be more attention to cascading effects that are triggered by natural hazards that may turn out to be more significant for social resilience than the original hazard.

Transportation (Steve Ernest): Steve repeated the news that the committee will collaborate with the Transportation Research Board (TRB) and indicated TRB's white paper, "Understanding Transportation Resilience," ASHTO 2059, is available online:

(<http://apps.trb.org/cmsfeed/trbnetprojectdisplay.asp?projectid=4260>)

Water and Wastewater (Michael Stuhr): Covered earlier.

8. Future Panel Meetings

Jesse will coordinate with David to get out the "Save the Date" announcement for the March 9-10 meeting in Miami. Brendan, Ronda, and Sunil offered to send contact information of people and organizations who could help lead local resilience related tours to Jesse.

A number of cities should be considered for the future Panel meetings: Chicago, Milwaukee, Joplin, Tri-County Tennessee, and Bedford County Tennessee. Some are more difficult to reach so an option is to invite them to present in the city selected.

9. New Business

Brendan requested that the Coordinating Committee consider how to integrate Environmental Services into the Committee structure. He will work with Jay Wilson and Stephen Cauffman to develop a proposal for consideration.

10. Scheduling

The next CRPCC meeting is scheduled for November 7 at 11:00 a.m. ET as part of the regularly scheduled calls, at 11:00 a.m. ET on the first Monday of every month except when a federal holiday requires postponement until the second Monday of the month.

11. Adjournment

There was no other business, and the meeting adjourned at approximately 12:00 p.m. ET.