

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

MEETING DATE: November 7, 2016
TIME: 11:00 am to Noon EST
ISSUE DATE: December 1, 2016

ATTENDEES:

Attendee	Panel Position	Affiliation
Jay Raskin	Panel/CRPCC Chair	Jay Raskin Architect
Jesse Keenan	Panel/CRPCC Vice Chair	Harvard University
Debra Ballen	Panel/CRPCC Secretary	IBHS
Stephen Cauffman	Federal Sponsor	NIST
Megan Clifford	Data, Metrics & Tools Chair	Argonne National Lab
Kathryn Condello	Communications Chair	CenturyLink
Susanne DesRoches	Transportation Chair	NYC Mayor's Office of Recovery and Resiliency
Brendan Doyle	Federal Co-Sponsor	EPA
Dryver Huston	Water & Wastewater Secretary	University of Vermont
David Mizzen	Panel Administrator	ARA
Ronda Mosley	Energy Chair	Public Technology Institute (PTI)
Julia Phillips	Energy Vice Chair	Argonne National Lab
John Plodinec	Social & Economic Vice Chair	CARRI
Priya Shrinivasan	Communication Vice Chair	New York City
Don Scott	Buildings & Facilities Chair	PCS Structural Solutions
Mike Stuhr	Water and Wastewater Chair	Portland Water Bureau
Ann Terranova	Social & Economic Secretary	AECOM
Peter Vickery	Panel Administrator	ARA

DISTRIBUTION: Attendees and CRPCC
NOTES BY: Debra Ballen, CRPCC Secretary

1. Welcome and Introductions

Jay Raskin (Chair) welcomed participants and thanked them for attending. Following introductions, he ascertained that a quorum was present. Motions to approve the minutes of the September 21 and October 3 meetings were made, seconded, and unanimously approved.

2. Committee Reports

Mr. Raskin asked Standing Committee Officers to report on recent developments. In making these reports, he asked them to comment, if appropriate, on any work they have done to update the resilience gaps identified at the Panel's first meeting in November 2015.

- **Transportation (Susanne DesRoches):** The Transportation Committee is continuing to work in partnership with the National Academy of Sciences' (NAS') Transportation Research Board (TRB). The committee is developing a Synthesis Proposal for TRB funding to conduct a literature review to determine the most appropriate existing research for the Resilience Knowledge Base (RKB).
- **Water and Wastewater (Dryver Huston):** The committee recently met by conference call and discussed a database analysis system developed by Virginia Tech as a means of reviewing documents for possible inclusion on the RKB. The committee has not updated its analysis of resilience gaps.
- **Social and Economic (John Plodinec):** The committee meets on November 10 and will update its gap analysis. Committee leadership also has reached out to the Data, Metrics, and Tools Committee to integrate their work and avoid redundancies. Liaisons to Data, Metrics, and Tools, as well as several other committees, have been identified.
- **Energy (Ronda Mosley):** The Energy Committee met on October 31 with a focus on developing common definitions relevant to energy resiliency. The committee also discussed criteria for evaluating documents proposed for the RKB. The gap analysis done in November 2015 remains relevant, particularly with respect to natural gas and fuel. Another gap involves localizing and operationalizing high level, strategic documents created at the federal level.
- **Data, Metrics, and Tools (Megan Clifford):** The committee's most recent meeting focused on the Community Resilience Maturity Model developed by a NIST Fellow. The committee's focus has evolved over the past year; rather than creating new products or developing new metrics, the effort now is to inventory and evaluate existing research for possible inclusion in the RKB. Given its cross-cutting role, the DMT Committee has reached out to the other committees for coordination. Meetings have been scheduled through the end of 2017 to minimize scheduling conflicts.
- **Communications (Priya Shrinivasan):** The committee is focusing on guidelines to evaluate documents for the RKB, along with best practices to engage local communities. The new Committee Chair, Kathryn Condello of CenturyLink, was introduced.
- **Buildings and Facilities (Don Scott):** The scenario teams will remain in place and conduct additional hazard-specific analyses to identify deficiencies and resilience gaps. The committee is also developing criteria for documents to be included in the RKB. Based on its initial scenario project, the committee is developing a white paper to help local communities use the NIST Guide.

Because almost all of the standing committees are developing systems to vet documents for the RKB, one Chair asked whether there should be a consistent set of criteria for all. The group agreed that the baseline conditions may be similar across disciplines, but there are also unique attributes for most committees to consider in evaluating documents for the RKB.

3. Updates

a. Charter Amendment

The Panel Administrator reported that the voting to approve the Charter Amendment finally seems to have been successfully resolved, subject to final confirmation.

b. Nominations

The deadline for nominations has been extended so nominations for a few still-open positions can be submitted. Standing Committee Chairs and Vice Chairs are appointed by the Panel Chair; Standing Committee Secretaries are elected by the relevant committee. There are no "contested elections" that need to be put before the entire Panel at this time.

c. Webpage/Project Coordination Software

The webpage has been through the NIST approvals process, with a few small changes needing to be done for consistency with security protocols.

The proposed project coordination software has run into problems in the NIST approval process. NIST is reviewing the use of Huddle, which has been used by other groups in NIST.

d. Van Alen Institute Resilience Competition

Jesse Keenan (Vice Chair) has been in communication with the Van Alen Institute in conjunction with the Miami meeting.

e. Local Communities Survey

Ronda Mosley is leading an effort to develop a web-based survey of local communities. Her team has developed an 11-question draft which will be shared with the CRPCC after further refinement. The survey will be fielded by non-profits serving local government entities, such as the National League of Cities, National League of Counties, and Public Technology Institute. It was suggested that the American Planning Association (APA) also be included since it has a large membership of potential respondents.

4. Scheduling

The next in-person Panel meeting will take place in Miami, Florida, on March 9-10, 2017. Dr. Keenan is working to identify speakers and topics, with a focus on sea level rise, tropical storms, and urban flooding. He is reaching out to chief resilience officers in local jurisdictions in the region, climate scientists, real estate and insurance interests, etc.

5. Adjournment

There was no other business, and the meeting adjourned at approximately noon EST.