

**National Construction Safety Team (NCST)
Advisory Committee (Committee) Meeting
National Institute of Standards and Technology (NIST)
Gaithersburg, Maryland (via teleconference)
December 21, 2011**

Meeting Summary

Committee Member Attendees:

Jeremy Isenberg, Chair	AECOM
Ronny Coleman	Fireforceone
Paul Croce	FM Global (retired)
Susan Cutter	University of South Carolina
Carlos Fernandez-Pello*	University of California, Berkeley
Jeffrey Garrett	CTL Group
Anne Kiremidjian	Stanford University
R. Shankar Nair	Teng and Associates, Inc.
James Quiter	Arup
Sarah Rice	The Preview Group, Inc.

*not in attendance

NIST Representatives and Contractor Support:

Shyam Sunder	Directory, Engineering Laboratory (EL) NCST Designated Federal Officer
Linda Acierto	Senior Legislative Analyst, Office of Congressional and Legislative Affairs
William Grosshandler	Deputy Director for Building and Fire Research, EL
Eric Letvin	Director, Disaster and Failure Studies Program (DFSP)
Mark Levitan	Lead, National Windstorm Impact Reduction Program (NWIRP)
Steven McCabe	Deputy Director, National Earthquake Hazards Reduction Program (NEHRP)
Long Phan	Research Structural Engineer, NWIRP
Tina Faecke	Administrative Officer, EL Statutory Programs
Michelle Harman	Administrative Assistant, DFSP and NEHRP
Francoise Arsenault	BRI Consulting Group

Summary of Discussions

I. Call to Order

Shyam Sunder, Director of the NIST Engineering Laboratory, welcomed attendees to the conference call meeting to finalize the NCST Advisory Committee's annual report to Congress.

Jeremy Isenberg, Chair of the NCST Advisory Committee, thanked everyone for their participation. After the roll call, he reviewed the charge of the Committee and the purpose of the meeting. The members agreed that the vote of a super majority of members present on the conference call will constitute approval of the report. The members will vote on the report with the understanding that final editing, formatting, and fact checking will be completed by the Chair and NIST after the vote. Once this has been done, the report will be sent to members for a final review. The Chair will have final authority on any amendments.

II. Committee Review of Draft Annual Report

Before the conference call, members had received the latest version of the draft report for review. During the call, the draft report was displayed for the Committee via WebEx and edited in real time by Tina Faecke.

The members agreed that the first section of the report should be changed from "Summary..." to "Introduction" and the second section from "Introduction" to "Background." The only change to the content of the two sections was the addition of "systems" after "buildings" in the last sentence of the first paragraph under the new "Background" section.

The entire section on "NIST Activities in 2011" (starting on page 3) was reorganized to better reflect the authorities in the Act. Attendees also clarified the text on the establishment and composition of the NIST reconnaissance team deployed to Joplin, Missouri and the post-earthquake investigation team sent to Chile (both the Earthquake Engineering Research Institute (EERI) and the American Society of Civil Engineers organized the team). In response to a member's question, NIST staff verified that the list of organizations briefed by NIST after the Sofa Super Store fire in Charleston, South Carolina is correct as stated in the draft report (in addition to the organizations, NIST also briefed Charleston community representatives). Sunder stated that an action item for NIST is to brief the International Association of Fire Chiefs.

The members agreed on three changes to the section "Development of NIST Infrastructure." In the first subsection on the data repository, the members debated the use of "human" versus "social" versus "societal" factors affecting pre-disaster mitigation and post-disaster response. The Committee agreed to change the sentence to "technical, societal, economic, and human factors..." Isenberg remarked that the sentence, as amended, is clearer and more meaningful. He added that the language in the annual report does not need to echo exactly the language used by NIST for the database, *i.e.*, "technical, social, and economic factors." A sentence also was added to the end of this paragraph clarifying that the repository will include data from NCST investigations and other disaster and failure studies. In the second subsection on decision criteria and guidelines, a reference was added on the development of the algorithm for decision making.

The members reorganized the “Panel Evaluation and Recommendations” section to strengthen the recommendation on broadening the Act to include lifeline incidents (making paragraph 1c into a separate recommendation 2) and strengthening the language in new section 4a on the database software (“NIST should ensure that the database software will be continually supported and updated to the latest standards”). A reference to “georeferenced data” also was added to new section 4. There was consensus on changing “must” to “should” for consistency in this section and other minor changes, including the addition of EERI to the list under section 4d as an organization “having acknowledged stature and expertise” (new language). The members also agreed to delete the reference to “fire officials” in the last sentence of new section 5a and to add that research staff often lack the interest and necessary skills “to implement code changes” under new section 5b.

On completion of the review, the Committee agreed that their comments from the November 2011 meeting should not be included in the final annual report (the comments are in the meeting summary). The Committee members present then voted unanimously to approve the annual report. The Chair stated that the final report reflecting the agreed upon changes will be sent to members by the end of the week. He asked the members to provide him with any final comments on the report by the first week in January. The NIST Office of Congressional and Legislative Affairs will coordinate the formal clearance process and transmit the report to Congress.

III. Adjournment

Isenberg thanked the attendees and wished everyone a happy holidays and successful 2012. He adjourned the meeting at 5:16 p.m. Eastern Time.