Pandemic Task Force – MPE WG Mechanical Subgroup
June 17, 2021 Webex Meeting Notes

Subgroup Members
☒ Esber Andiroglu – Chair
☒ Jonathan Flannery – Vice Chair
☒ Alastair Chapman
☐ Geoff Hanmer
☐ Hassan Younes
☐ Jim Ranfone
☒ John Steele
☐ Jon Crittenden
☐ Jonathan Wilson
☒ Matthew Peacock
☐ Steve Ericson

Other Pandemic Task Force Members
☐ Adil K. Al-Tamimi
☐ Anthony Santiago
☒ Austin Perry
☐ Bryan Holland
☐ Chad Beebe
☐ China Clarke
☒ Chris Jenson
☐ Dan Buuck
☐ Dave Collins
☐ Elizabeth Bednarcik
☐ Jason Root
☐ John Catlett
☐ Larry Lynch
☐ Matt Sigler
☐ Nadja Tremblay
☐ Niki Lemin
☒ Paul Taft
☐ Rich Anderson
☐ Robert Maglievaz
☐ Shawn Smitter
☐ Stephen Garvin
☒ Tara Henderson
☒ Ted Black
☒ Tim Washington
☐ Tom Peterson

ICC Staff
Mark Roberts, ICC Staff Liaison
Jim Cika, ICC Staff Liaison
Shawn Strausbaugh, ICC Staff Liaison
Gary Gauthier, ICC Staff Liaison

1. Welcome/Introduction
2. Roll Call – Subgroup only
3. Research Needs/Assignments
   • Research the effects of pandemics on mechanical system designs in the built environment
     Leads: Stephen Ericson, Austin Perry; Others: Ted Black, John Steele
   • Research & review current codes and standards
     Leads: Chris Jenson, Alastair Chapman; Others: John Catlett, Matthew Peacock, Dan Buuck,
   • Research & review code change proposals under consideration for future codes & standards
     Leads: Jatinder Khokhar, Tim Washington
   • Research & review current published information related to the effects of pandemics on the built environment
     Leads: Esber Andiroglu, Jonathan Flannery
4. Deliverables TBD
   • Prepare code change proposals
   • Prepare various publications and white papers on significant topics
   • Develop guidelines and best practices to address the design and layout of new and existing buildings and temporary structures.
   • Develop a comprehensive package of public information materials
5. Other business
6. Adjourn – We plan to adjourn no later than 10:00 a.m. EDT.
6.17.2021 Notes:

- Document review assignments have been made
  - Each member of the MPE Working Group will be assigned approximately 60 pages to review
  - Jonathan Flannery’s group is reviewing the 716 page and 227 page documents. Others can review these, as well, if they have the opportunity to do so.
  - Assignments will be emailed out today; documents will be attached to email.

- Review of rubric
  - Jonathan provided an overview of the rubric in its current version with explanation of scoring/rating system

- Review of PTF Calendar added to ICC PTF website
  - Jim provided an update on the PTF calendar; calendar has been added which includes all PTF and Workgroup meetings currently scheduled
  - Calendar includes login links and dial-in information for each meeting

Action Items:

- Document assignments
  - ☐ Jim to email assignments

- Development of document review rubric
  - ☐ Jonathan Flannery to continue to work with Niki and others to develop
  - ☐ Subgroup member review of rubric

- Divide files evenly throughout Task Force for review – anticipate 2 week review time.
  - ☐ Jim to develop recommended document assignments based on total document pages.

- Add Jonathan Flannery as Vice Chair
  - ☐ Jim to update subgroup roster.