Pandemic Task Force – MPE WG Mechanical Subgroup
July 1, 2021 Webex Meeting Notes

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

PTF Members/Interested Parties
☐ Adil K. Al-Tamimi
☐ Anthony Santiago
☒ Austin Perry
☒ Bryan Holland
☐ Chad Beebe
☐ China Clarke
☒ Chris Clarke
☒ Dan Buuck
☐ Dave Collins
☐ Elizabeth Bednarick
☐ Jason Root
☒ Jatinder Khokhar
☒ John Catlett
☐ Larry Lynch
☐ Matt Sigler
☐ Nadja Tremblay
☐ Niki Lemin
☒ Paul Taft
☐ Rich Anderson
☐ Robert Maglievaz
☐ Shawn Maglievaz
☐ 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
3. Review Research Needs/Assignments
   3.1. Code related impacts
       a) Research the effects of pandemics on mechanical system designs in the built environment
          Leads: Stephen Ericson, Austin Perry; Others: Ted Black, John Steele
       b) Research & review current codes and standards
          Leads: Chris Jenson, Alastair Chapman; Others: John Catlett, Matthew Peacock, Dan Buuck,
       c) Research & review code change proposals under consideration for future codes & standards
          Leads: Jatinder Khokhar, Tim Washington
       d) Research & review current published information related to the effects of pandemics on the built environment
          Leads: Esber Andiroglu, Jonathan Flannery
   3.2. Research impacts of 3.1a to 3.1d on various aspects of structures
       a) Operational management
       b) Environmental health
       c) Other takeaways from 3.1
4. **Deliverables - TBD**  
   a) Prepare code change proposals  
   b) Prepare various publications and white papers on significant topics  
   c) Develop guidelines and best practices to address the design and layout of new and existing buildings and temporary structures.  
   d) Develop a comprehensive package of public information materials

5. **Review of the PTF Research Assessment Rubric**

6. **Other business**

7. **Adjourn** – We plan to adjourn no later than 10:00 a.m. EDT.

**7.01.2021 Notes:**

- Discussion of document review rubric  
  o Rubric is now ready to use (document “PTF Research Rubric_07.01.2021.xlsm”)  
    ▪ Instructions updated  
    ▪ RA Rubric tab lookup fields and formatting updated; pulldown lists updated; Subgroup Category column added with click to select; auto-populated “Document Name and Author” field added; Quality of Research Multiplier field updated with click to select functionality; Evaluator perspective field added under Evaluator Info.  
    ▪ Add’l Research Info tab updated with pulldown lists for each field  
    ▪ Index Tab added to workbook (all current documents with hyperlinks).  
  o Review of documents and completion of individual WG/SG member rubrics can now proceed.  
    ▪ Jim to send individualized rubrics to all MPE WG members by EOD.

**Action Items:**

- Individualized rubrics  
  □ Jim to create individualized rubrics for MPE Working Group members; each to include assigned documents in “RA Rubric” tab and “Add’l Research Info” tab.

- Research Document Review  
  □ Subgroup members to begin review of all assigned documents with requested two-week completion timeline.