



**International Code Council**  
500 New Jersey Avenue, NW  
Sixth Floor  
Washington, DC 20001  
t: 888.ICC.SAFE (422.7233)  
t: 202.370.1800  
f: 202.783.2348  
[www.iccsafe.org](http://www.iccsafe.org)

## **Pandemic Task Force Meeting Summary**

**March 24, 2021**

### **Call to Order:**

- Tom Peterson called the Pandemic Work Force meeting to order at approximately 6:00 p.m. EDT. The meeting was conducted via WebEx and was recorded.

### **Roll Call:**

- The following task force members were absent:
  - i. Niki Lemin, Ted Black, China Clarke, Stephen Garvin, Larry Lynch, Matt Sigler and Jonathan Wilson

### **Approval of 02.24.21 Meeting Summary:**

- Dave Collins made a motion to approve by the meeting summary from the Feb. 24, 2021 meeting and was seconded by Tim Washington. The motion was approved unanimously.

### **Welcome/Opening Statements:**

- Co-chair Tom Peterson welcomed and thanked the task force members for their attendance and commitment. He announced that Niki Lemin would be absent due to a last-minute NAHA board meeting she had to attend.
- Tom reiterated the scope and deliverables for the task force and explained that due to the responses received, the co-chairs decided to reduce the number of working groups to four (4) instead of the seven (7) as were originally proposed by the task force.
- Tom also requested that if the task force members knew anyone within their organizations who may wish to participate in any of the working groups to contact Neil Burning at [nburning@iccsafe.org](mailto:nburning@iccsafe.org), and he would add them to the appropriate rosters.

### **Finalized Working Groups/Scoping:**

- Neil Burning reviewed the current rosters of each of the four working groups, as follows:
  - i. Architectural/Structural (AS) Working Group:
    - Chair – [Jatinder Khokhar](#), Vice-Chair – [Dave Collins](#)
    - Staff Liaisons: [Neil Burning](#), [Susan Dowty](#), [Sandra Hyde](#)
    - Neil Burning will assist with architectural design issues and Susan and Sandra will focus upon structural design issues.
  - ii. Fire Safety (FS) Working Group:
    - Chair – [Elizabeth Bednarcik](#), Vice Chair – [Ted Black](#)
    - Staff Liaison: [Karl Fippinger](#)



**International Code Council**  
500 New Jersey Avenue, NW  
Sixth Floor  
Washington, DC 20001  
t: 888.ICC.SAFE (422.7233)  
t: 202.370.1800  
f: 202.783.2348  
[www.iccsafe.org](http://www.iccsafe.org)

- Elizabeth Bednarcik announced that a brief meeting had recently occurred between the chairs and staff of this working group.
- Karl Fippinger requested to add Mark West to the FS working group.
- iii. Mechanical, Plumbing, Electrical (MPE) Working Group:
  - Chair – Eli Howard, Vice Chair – Bryan Holland
  - Staff Liaisons – Guy Tomberlin, Shawn Strausbaugh, Jim Cika, Mark Roberts
  - Tim Washington announced other members of ASPE may also become members of the MPE working group.
  - Steve Ericson announced Tara Henderson and Jason Root (Naval medical group) and Jonathan Crittende and Shawn Smitter (Naval public works group) would also be participating in the MPE working group.
  - Guy Tomberlin, Shawn Strausbaugh and Jim Cika will be assisting with mechanical, plumbing and fuel gas design issues while Mark Roberts will be focused on electrical design issues.
- iv. Remote Operations (OPS) Working Group:
  - Chair – [Larry Lynch](#), Vice Chair – [Anthony Santiago](#)
  - Staff – [Stephen Jones](#) (ICC) , [Doug Farquhar](#) (NEHA)
- Tom Peterson stated the chairs for each of the working groups were responsible to coordinate and report on the progress of their working groups and that ICC staff would facilitate and schedule the meetings.
- A recommendation was made to have the chairs schedule (2) meetings for their working groups prior to the next full task force meeting.
- Esber Andiroglu expressed concerns regarding possible challenges with participating on all four working groups due to meetings being scheduled concurrently and requested staff to coordinate accordingly.
- Neil Burning stated they would try to accommodate the request, but reiterated it may not be possible.

**Interested Parties:**

- Anyone interested in working with one of the working groups should reach out to Neil Burning; [nburning@iccsafe.org](mailto:nburning@iccsafe.org). A link was provided on the agenda for others on the call to document their attendance to this meeting.



**International Code Council**  
500 New Jersey Avenue, NW  
Sixth Floor  
Washington, DC 20001  
t: 888.ICC.SAFE (422.7233)  
t: 202.370.1800  
f: 202.783.2348  
[www.iccsafe.org](http://www.iccsafe.org)

### **Other Business:**

- Dave Collins expressed the need for background materials to get posted on the ICC Pandemic Task Force webpage.
- Neil Burning added that ICC would have the webpage updated soon and that resources would be added as soon as possible.

### **Next Meeting Date/Time:**

- Neil Burning reviewed the various time frames each of the task force members were in and highlighted that the best available time slot for the majority of the task force members was 9:00 a.m. EDT and suggested Apr. 28 for the next meeting.
- Several members expressed concerns over conflicts with the ICC Committee Action Hearing schedule; Track 1 is scheduled Apr. 11- Apr. 21 and Track 2 is scheduled Apr. 25 – May 5.
- Mike Pfeiffer, ICC staff, suggested Apr. 22 or Apr. 23, since there was a break in the ICC hearing schedule for those dates.
- Esber Andiroglu suggested that each working group meet and submit a written outline of progress made and next steps to the task force by Apr. 28 and then the task force could discuss in detail during their next meeting which could be scheduled after the conclusion of the ICC hearings and the majority of the task force members agreed.
- Tom Peterson suggested all future Pandemic Task Force meetings be scheduled for 9: a.m. EDT on the 4<sup>th</sup> Wednesday of each month, which was agreed to by all members.

### **Next Meeting:**

- May 26, 2021, 9:00 a.m. EDT

### **Adjourn:**

- The meeting adjourned at approximately 7:00 p.m. EDT.