Present: Charles Fleischmann (Chair), Jason Butler, Jason Floyd, M.C. Hui, Craig Hofmeister, Jason Smart, Piotr Tofilo, David Stroup, Collen Wade, Shaun Wrightson and Chris Jelenewicz (Staff).

Apologies: Kees Both & Don Turno

1. Progress Reports – Both working groups (South Pacific & Americas) gave a brief progress report. The South Pacific Group shared its progress on stores and hotels. The Americas Group shared its progress on the office, educational and industrial use groups.

2. Template -- A template was drafted by the South Pacific Group for the analysis of the fire scenarios. The committee agreed this template will be used by the entire committee.

3. Confined vs. Confined Fire Data – During the Americas sub-group meeting there was a discussion about the difference between the Confined vs. the Non-confined data. It was noted that in the NFPA dataset, if a fire was reported as confined, the fire was confined to the “object” of origin. As such, the data for confined fires would not be useful. The committee agreed to use the non-confined data when documenting the proposed scenarios.

4. Kitchen Fire Scenarios – Charley is developing a “straw-man” for quantifying design fires. This straw-man will focus on the kitchen fire scenario.

5. Design Fire Data Reduction Discussion – When quantifying design fires, the committee will need to develop a consistent and uniform methodology as far as reduction of data is considered. It may be difficult to draft an exact procedure as the data being used will not be consistent. Committee members were asked to give this issue some though and it will be discussed at the next meeting.

6. Data from NFPA – The committee would still like to explore the Nilsson et al method when quantifying design fires. As such, data would be needed for the “first item ignited” for each of the areas documented in the NFPA data set. NFPA has been reluctant to give us this data. There is also a question if this data would be useful. The committee agreed that getting data from one of the use groups would be helpful to determine if the data is useful. It was agreed that we should ask for the hotel data. CJ will contact NFPA to make arrangements for this data.
7. **SFPE PBD Conference Presentation** – Charley will be making a presentation at the next SFPE performance-based design conference in May in Warsaw. He will first report on the committee’s current strategy and give a progress report. After this short presentation, he will facilitate a focus group to get feedback on this strategy.

8. **Path Forward** – As the committee moves forward, the following will be its priorities:
   
   A. Sub-groups will complete a draft of the scenario templates before the next meeting.
   
   B. Charley will continue his work on the Straw-Man for quantifying design fires.
   
   C. CJ will explore the data issue with NFPA.
   
   D. Continue to work on presentation for SFPE conference.

9. **Next meeting** – It was agreed that the committee will have two meetings before the SFPE conference -- sometime near March 3 and mid-May. CJ will send out a doodle poll and schedule.

   - **End of Report –**