



Risk Task Group – Meeting Report

March 2, 2017

Present: Francisco Joglar (Chair), Brian Ashe, Russ Bainbridge, Jason Butler, Albert Condello, Luca Fiorentini, Kevin Frank, Håkan Frantzich, Timothy Hawthorne, Vladimír Mózer, Tod Ossmann, Rob Plonski, Steven Scandalianto, Ai Sekizawa, John Utstrand and Chris Jelenewicz (Staff).

Apologies: David Charters, Yaping Ye and Armin Wolski

The Chair welcomed the task group members to its first meeting. Introductions were made.

The following was discussed:

1. **SharePoint Site** – The Chair has created a SharePoint site for the task group to store important task group related files. The task group roster and a copy of Version 1 of the Risk Guide have been placed on the site. The following is the access information:

URL -- <https://extranet1.jensenhughes.com/sites/SFPEWG>

Generic User for Task Group Users

Edit permissions:

UserName: SFPEWG.Write@jensenhughes.com

Password: DayOrder92

Read permissions:

UserName: SFPEWG.Read@jensenhughes.com

Password: FlagRing39

2. **Project Scope** – The task group has been charged with drafting the second version of the SFPE Guide to Fire Risk Assessment. All meetings will be online. It is the intention of the Chair to appoint individual working groups to work on the individual sections of the guide. The larger task group will meet between working group meetings when deemed necessary by the Chair.

The Chair asked the task group members to be creative as we move forward. This project will be more complex than making simple edits to the existing document. He also challenged the task group to aim at making the guide more practical for practicing fire protection engineers and make it useful for industries that apply risk assessment in fire protection design.

3. **Schedule** – The guide should be published before the end of 2019. There are several procedural steps to get the guide published:

- Task Group completes first draft and approves it for public comment
- SFPE Subcommittee on Standards Oversight completes procedural review and approves document for public comment
- Public comment period
- Task Group reviews public comments and makes appropriate edits
- Task Group approves final document for publication
- SFPE Subcommittee on Standards Oversight completes procedural review and approves document for publication
- Publication

4. **Action Items** – Before the next meeting, each task group member was asked to:

- Access the SharePoint site. If you have having difficulties accessing the site please contact CJ.
- Review the existing guide and determine what sections need to be modified and where there are GAPS in information. Provide your recommendations before the next meeting.
- Propose specific sections of the guide you would like to work on.

At the next meeting, the task group will draft an outline for the guide and define the working groups.

CJ will reach out to Bill Koffel who is an instructor of the SFPE Risk Course to see if he has any recommendations for the new guide. He will also send a note in the SFPE newsletter and ask for people who have used the guide to provide feedback.

As the task group moves forward, SFPE will provide updates to potential users at meetings/conferences and ask for feedback.

Each task group member was asked to look at their respective industry and recommend ways the guide can be applied in practice.

5. **Next Meeting** – The next meeting will be scheduled for the next 6 to 8 weeks via a Doodle Poll.

End of Report