**Participants** (see participants list below)

**Agenda**

1. Welcome

* Chuck Kanoy, Vectren, will join the Communications Team (not present at this meeting).

1. Hazard mitigation plan update

* Julie Halliday provided a hyperlink (<https://training.fema.gov/EMIWeb/IS/is393A.asp>) to an independent study course associated with hazard mitigation. She recommended all Team members watch the 20 minute video on the link, to support the team’s development of hazard mitigation guidance.
* Julie discussed a slide entitled “State & Local Government Pipeline Hazard Resiliency Assessment”, which included attributes in four categories: Public Awareness, Damage Prevention, Emergency Management, and Land Use Planning and Development.
* Julie, Sam Hall (PHMSA), and Jim Hottinger (VA SCC) will meet next week with the VA Department of Emergency Management to discuss development of guidance for enhanced hazard mitigation plans for pipelines.
* SAIC provided information on key stakeholder organizations involved in hazard mitigation planning. The information will assist with developing a communication plan once the guidance is final. The National Emergency Managers Association (NEMA) Mitigation Committee has expressed interest in working with the PIPA team on the guidance. FEMA has also agreed to review the material.

1. Update on proposed pilot of PIPA RP ND 23

* Julie identified that not many have stepped forward to volunteer to participate in the proposed pilot project for PIPA Recommended Practice ND 23, “Consider Site Emergency Response Plans in Land Use Development.” She asked if Team members and/or their organizations had concerns about participation.
* Team members from Vectren and Spectra said they are currently looking to see if they have resources available to participate in the pilot project adequately.
* API/AOPL indicated they had received no feedback from the industry. They are trying to identify who has the time and interest for the project.
* Julie noted that with the pipeline safety reauthorization completed, this task may be leveraged to support requirements of the Act such as promotion of NPMS and justifying pipeline characteristics emergency responders need. Discussions are taking place within internally at PHMSA and there should be some news by the end of February.

1. Review/approval of PIPA RP evaluation spreadsheets

* Spreadsheets developed for local government (draft) and pipeline operator (final)
* Julie reviewed the spreadsheets and noted that they had now been formatted to group the RPs by primary stakeholder and by the following categories: Mapping & Records, Land Use and Development, Communication, and Maintenance & Damage Prevention.
* Julie noted that it is planned to develop a similar worksheet for property developers/owners.

1. Operator contact list for PIPA

* A list is desired so that local governments would have an operator contact name if they would like to discuss PIPA. The operator would also be sent an email informing them that a local government in their jurisdiction had been contacted by the PIPA team.
* Dan will address this with AGA on a call scheduled for Feb. 9. Terri will discuss with AOPL. Susan will discuss with INGAA.
* Susan Waller suggested that PHMSA should consider the possibility of posting the PIPA contacts to the SC/PIPA website.
* It was noted that the NPMS contacts (GIS and operations) often aren’t appropriate contact for PIPA information.

1. APA PAS report

* The upcoming meeting date with APA has been confirmed
  + Meeting date: Feb. 27, 2012 @ 2 PM EST
  + Call in Information:
    - Live Meeting URL:

<https://www.livemeeting.com/cc/phmsa/join?id=3DMZZZ&role=attend&pw=Hfq8%21K%3C%26F>

* + - Dial-in, toll free: 877-336-1831; Participants Code: 2288997
* All Communication Team members are invited to attend, and should invite others that are appropriate. Please let Julie know how many will be on the call so that there are adequate phone lines.
* APA insists on full editorial control. Issues to be addressed include pipelines that were out of scope for PIPA – gathering lines, new pipelines, setbacks, and the consultation zone concept
* One idea might be for APA to differentiate between guidance that was endorsed/developed through PIPA and guidance developed by APA.

1. PIPA technical assistance grants

* The PIPA technical assistance grants (TAGs) for 2012 are open.
* 2012 TAG Grant Solicitation opened Jan. 30, 2012 and closes March 9, 2012
* Go to <http://www07.grants.gov/search/search.do;jsessionid=FvhYPmmG9v1ncxGn92JFwkN0q3yxJD8Y3mnNB4mn9Dcnq3nT1jrK!755456391?oppId=141534&mode=VIEW>
* Reference CFDA 20.710.

1. PIPA Communication Team face-to-face meeting

* Is there interest among the Communication Team members?
* Last and only face-to-face meeting was in January 2011.
* Perhaps a meeting could be scheduled for summer 2012?
* Julie will propose dates in an email to Team members.

1. INGAA’s PIPA webinar

* Webinar date: Feb. 24 @ 9:30AM – 12:00PM EST
* A dry run will be conducted next week (Andrea Grover).
* An email to “save the date” has been sent to INGAA, API/AOPL, and AGA.
* There are 125 participant spots open.
* Current limit is ~5 participants per operator.
* A formal invitation will be sent on February 10th.
* PIPA Communications Team members are invited (dial-in/connection information not provided).
* INGAA is seeking feedback on identifying the best way to outreach to operators.
* Presenters are Andrea Grover, Susan Waller, Julie Halliday, and Greg Ford.

**Future meetings**

* Team members previously agreed to bi-weekly meetings for the near term. Julie has scheduled these for Wednesdays at 11:00 AM Eastern. Julie will advise of the next meeting date.

**Meeting concluded.**

**Participants**

|  |  |  |  |
| --- | --- | --- | --- |
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| \* Co-Leaders |  |  |  |
| Gray font indicates PIPA Communication Team Members not participating in meeting | | | |