

### Minutes

Meeting of the Air Conditioning Contractors of America - Educational Institute (ACCA-EI)  
Standards Task Team (STT)  
Monday, 17 March 2014  
Nashville, TN

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Pursuant to a notice sent to the members and advisors of the Standards Task Team, a meeting was held on 17 March 2014 at the Gaylord Opryland Resort and Convention Center in Nashville, Tennessee.

Participants present were:

1. Phil Forner (Chair) ..... Allendale Heating Co., Inc.
2. Warren Lupson ..... AHRI
3. Tom Jackson ..... Jackson Systems
4. Timothy Offord ..... Alabama Power
5. Joe Pacella ..... Ferris State University
6. Randy Seaman ..... Seaman's Mechanical
7. Dick Shaw ..... STT Secretariat

Committee members absent were:

1. Rich Imfeld ..... IC Refrigeration
2. Brent Ursenbach ..... Salt Lake County Planning, Development & Inspection
3. Matt Todd ..... Entek Corporation
4. Pat Murphy ..... Consultant

Also present were:

1. Ron Bladen ..... ACCA
2. Glenn C. Hourahan, P.E. .... ACCA
3. Hank Rutkowski, P.E. .... H.T.R Engineering

Committee Chair Phil Forner presided.

**Call to Order:** The ACCA-EI, STT was called to order by Mr. Forner, STT Chair at 5:05 P.M. He welcomed the STT members and guests. He thanked everyone for their participation and dedication toward ACCA's standards contributions to the HVAC industry. Mr. Forner thanked Warren Lupson for joining the STT as well as Mr. Brent Ursenbach and Mr. Matt Todd who could not be in attendance.

The assembled attendees introduced themselves. Refer to Exhibit A for the latest roster.

Mr. Forner reviewed the scope and purpose of standards development as stated on the agenda.

Mr. Forner noted that ACCA's anti-trust policy was previously distributed and advised that the meeting would be held in accordance to the proscribed requirements.

**Approval of draft Agenda:** Randy Seaman moved, and Tom Jackson seconded, that the agenda be accepted.

**Motion approved.**

**Approval of 2013 STT Meeting Minutes:** Tom Jackson moved, and Joe Pacella seconded, that the 28 February 2013 minutes be approved as written.

**Motion approved.**

**2013-2014 Significant Actions:** Mr. Former mentioned the listed Significant Actions from the past year and reminded the committee and guests that these are updated and posted on the Standards web page of [www.acca.org](http://www.acca.org).

**Standards Status:**

- **ANSI/ACCA 1 Manual D-2011:** Revised, consolidated and reaffirmed and awaiting printing and publication issues before submitting to ANSI for approval.
- **ANSI/ACCA 3 Manual S – 2004:** Third (3<sup>rd</sup>) ANSI Public Review closes 7 April 2014 to revise and re-designate standard. Glenn reported that multi/variable-speed equipment as well as ductless products have been added to the manual/standard.
- **ANSI/ACCA 4 QM-2007:** Revision completed 18 October 2013.
- **ANSI/ACCA 5 QI-2010:** One page addendum approved 28 May 2013. Glenn advised that a revision will be started after the approval of the revised Manual S to incorporate those changes.
- **ANSI/ACCA 6 QR-2007:** Glenn reported that the revision, reaffirmation and the possibility of NADCA as partners will commence this year.
- **BSR/ACCA 7 Man Q-201x:** Not on work schedule at this time.
- **ANSI/ACCA 8 Manual T-200x:** Requires revisions from revised Manual S and low volume air flow.
- **ANSI/ACCA 12 QH-2011:** Has been revised, gone through two ANSI Public Reviews and is being prepared for a 3<sup>rd</sup> ANSI Public Review from industry comments received.
- **BSR/ACCA 14 QMref-201x:** In development. About ¾ completed.
- **ANSI/ASHRAE/ACCA 180-2012:** ASHRAE is looking to address some suggested revisions to the standard.
- **ANSI/ASHRAE/ACCA 183-2007:** Being reaffirmed (without revision) in 2014.
- **BSR/ASHRAE/ACCA 2011P-201x:** Joint standard re commercial energy audits is in progress.

**Old Business:** Discussed the need for standard development that would include propane CO<sub>2</sub> and any other flammable refrigerants in the market place. It was noted that the expertise does not exist on the current 14 QMref work group and noted that expertise needs to be added to this work group for a including to the 14 QMref or a separate standard.

**New Business and Initiatives:** The question of possibly developing a standard for testing and maintaining smoke detectors found no interest. Tom Jackson mentioned that there are only two manufactures of smoke detectors and he sells the testing apparatus for testing smoke detectors.

**Public Comment:** Dick Shaw mentioned successful completion of the 5 year ANSI Audit and approval of revised STT Operating Procedures.

**Next Meeting:** To be held in conjunction with the 16 – 19 March 2015 47th ACCA Annual Conference at the Gaylord Texan Resort & Convention Center, Grapevine, TX.

**Adjourn:** Meeting adjourned at 5:45 P.M.; Tom Jackson motion, Joe Pacella second.  
**Motion approved.**

**Submitted by:** Dick Shaw, Secretariat and ANSI Standards Manager.

**Date Submitted:** 7 April 2014

**Distribution:** STT, ACCA Standards Web Page, ACCA Technical Staff and Legal Council.  
STT-2014-Minutes.doc

**Roster**  
ACCA-EI/STT  
February 2014 – February 2015  
ACCA-EI Standards Task Team (STT)

Interest categories key: **C** – Contractor, **A** – Association, **M** – Manufacturer, **U** – Utility, **Gov** – Government Agency, **G** - General. \* Indicates EXSC Members.

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