

Meeting Minutes

Air Conditioning Contractors of America - Educational Institute (ACCA-EI)
Standards Task Team (STT)

Meeting Date: February 16, 2011

Meeting Place: San Antonio, TX.

Call to Order: The ACCA-EI, STT was called to order by Mr. Forner, STT Chair at 12:00 Noon.

Introductions and Opening Remarks: Mr. Forner opened the meeting with welcoming remarks and thanked the STT members for their participation and dedication toward ACCA's standards contribution to the HVAC industry. Welcomed Ron Bladen, a longtime contributor to ACCA's standards development as a member to the STT consensus body

Self Introductions:

- **STT Members in attendance:**

- Phil Forner (Chair).....Allendale Heating Co., Inc.
- Rich Imfeld (Vice Chair).....IC Refrigeration.
- Ron Bladen.....Fairfax County.
- John Jackson.....Alabama Power.
- Tom Jackson.....Jackson Systems.
- Pat Murphy.....NATE.
- Mark Swepston.....Atlas Butler Heating & Cooling.
- Dick Shaw.....Staff, STT Secretariat.

- **Members Absent:**

- Joe Pacella.....Ferris State University
- Richard Wirtz.....HARDI

- **Staff and Guests Present:**

- Hank Rutkowski, P.E.,.....T.R. Engineering
- Wes Davis.....ACCA.
- Don Prather.....ACCA.
- Glenn Hourahan, P.E.....ACCA.
- Warren Lupson.....AHRI.

Review STT (and STG) Scope, Organization and Procedures: Mr. Forner made reference to the scope and purpose of standards development as stated on the agenda.

Approval of draft Agenda: Pat Murphy moved and Tom Jackson seconded that the draft agenda be accepted. **Motion approved.**

Approval of 2009 STT Meeting Minutes: John Jackson moved and Tom Jackson seconded that the 2010 minutes be approved. **Motion approved.**

2010/11 Significant Actions: Mr. Former reviewed highlights of handout, and reminded the committee and guests that these are updated and posted on the Standards web page of www.acca.org.

Standards Status:

- **ANSI/ACCA 2 Manual J – 201x:** Being updated for 5 year standard revision, redesignation and consolidation of addendums B-C-D and Section 28. Scheduled for Fall 2011 completion
- **ANSI/ACCA 3 Manual S – 2009:** Being updated for 5 year standard revision and redesignation. Scheduled for 1st Quarter of 2012 completion.
- **ANSI/ACCA 5 QI – 2010:** Standard revision ANSI approved 18 Nov. 2010.
- **ANSI/ACCA 8 Manual T – 200x:** Pending completion
- **ANSI/ACCA 9 QIvp – 201x:** STT approved for ANSI Public Review. Pending announcement by ANSI for 45 day Public Comment.
- **BSR/ACCA 12 ERBP – 201x:** Draft of committee work is being circulated for comments and STT balloting. STT Ballot period closes 24 Feb. 2011 unless extended by the STT Chair. John Jackson, Tom Jackson and Rich Imfeld voted in the affirmative.

Old Business: None

New Business and Initiatives:

- Discussed Manual B as a possible standard. It was viewed by Mr. Hourahan and Mr. Prather that this more of a “guide” than a standard as defined by it’s language and other standing industry standards.
- Noted that Mr. Murphy and Mr. Swepston have previously electronically balloted re the ERBP approval for ANSI Public Comment.

Public Comment: None.

Next Meeting: March 5-8, 2012 at the 44th ACCA Annual Conference in Las Vegas, NV.

Adjourn: Meeting adjourned at 12:50 P.M. Pat Murphy motion, Rich Imfeld, second. **Motion Approved.**

Submitted by: Dick Shaw, Secretariat and Standards Manager.

Date Submitted: March 15, 2011

Distribution: STT, ACCA Standards Web Page, ACCA Technical Staff and Legal Council.
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