

AMERICAN SOCIETY OF HEATING, REFRIGERATING AND AIR- CONDITIONING ENGINEERS, INC.

1791 Tullie Circle, N.E./Atlanta, GA 30329 404-636-8400

TC/TG/TRG MINUTES COVER SHEET

TC/TG/TRG NO: TC 7.3

DATE: Jan 21, 2014

LOCATION: New York City

TC/TG/TRG TITLE: **Operation and Maintenance Management**

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Thursten Simonsen (v) (Chair)	2012-14	Davidge Warfield (nv)(ALI Coordinator)	Davidge Warfield (v)	Tina Brueckner (cm)	2013-
Bob Baker (v) (Vice Chair) (Standard Sub Chair)	2011-15	Richard Danks (cm)	1998-	Shawn Masterson (cm)	2012-
Michael Khaw (v) (Secretary)	2012-17	Cedric Trueman (v)	2012-16	Ecton English (cm)	2005-
Angela Lewis (v) (Handbook Sub Chair)	2012-14	Robyn Ellis (v)	2008-	James Gartner (cm)	1994-
Sonya Pouncy (v) (Program Sub Chair)	2012-15	Michael Bobker (nv) (Research Sub Chair)	2009-		
Danny Taasevigen (nv) (Education & Training Sub Chair)	2013-	Dennis Alejandro (cm)	2011-	Manoj Khati (cm)	2009-
Kevin Fallin (v)	2012-16	Richard Goulet (cm)	2007-		
Wayne Webster (v)	2012-16	Warren Lupson (cm)	2012-	Michael King (cm)	1998-
Richard Rooley (Non Quorum Member) (v)	2012-16			Sung Brian Kong (cm)	2000-
Tom Cappellin (v)	2012-15	Joseph Anderson (cm)	2001-	James Willson (cm)	2013-

Adrienne Thomle (SH)	2012-16	Robert Bates (cm)	2011-	Michael Mamayek (cm)	1997-
Charles Dorgan (cm)	1984-	Christopher Becker (cm)	1994-		
		Christopher Benson (cm)	2011-	Bill McCartney (cm)	1986-
David Cantrill (cm)	2013-	Steven Blanc (cm)	1998-	Amanda McKew (cm)	2011-
Michael Brambley (cm)	2006-	Jared Higgins (cm)	2012-	Gene Meyer (cm)	1993-
Matt Mullen (cm)	1996-	Kirk Bond (cm)	1994-		
Chuck Dale-Derks (nv) (Webmaster)	2006-	James Carelock, Jr.(cm)	1997-	Ross Montgomery (cm)	2000-
Bob Sibilski (cm)	2013-	James Carlson (cm)	1993-	Brian O'Donnell (cm)	1992-
Zoltan Magyar (cm)	2003-	Patrick Carpenter (cm)	2011-	Thomas Reinarts (cm)	2001-
John Frugard (cm)	2013-	Dominador Castro (cm)	2011-	John Rieke (cm)	1991-
Michael Gallagher (cm)	2011-	Keith Dempsey (cm)	2011-	Jeff Rutt (cm)	1997-
		Joseph Driscoll III (cm)	2000-	William Ryan (cm)	2011-
		Chris Draper (cm)	2012-	Adolph Rydzewski (cm)	1998-
		Frank Erceg (cm)	2012-	Scott Sepsy (cm)	1995-
GUESTS					
Andrew Wengerd (G)		David Underwood (cm)	1991-	George Sestak (cm)	1994-
Dale Gustavson (G)		Shailen Verma (cm)	2008-	James Newman (cm)	2013-
Tim Devine (G)		Forrest Young (cm)	2006-	Henry Hutson (cm)	2013-
Mina Agarabi (G)		Robert Zagar (cm)	1994-	Karl Stum (cm)	1998-
Glenn Hourahan (G)				Patrick Murphy (cm)	2012-
Michael Kuk (G)				Richard Dames (cm)	2008-
Sarah Maston (G)				James Sweeney (pcm)	2013-

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Call to Order/Scope/Introductions

Thursten Simonsen called the meeting to order at 1:04 PM and read the scope of the TC 7.3 committee. Attendees in the room introduced themselves. An attendance sheet was circulated. Thursten Simonsen read the TC 7.3 Scope to the committee.

Voting Member Roll Call

Michael Khaw took a roll call of the voting members. TC 7.3 roster has 10 voting members and 1 non-quorum voting member. At the time of roll call, eight (8) voting members were present. A quorum has been established. At a later time, one (1) voting member came to join the meeting.

Approval of the Agenda

Bob Baker motioned to approve the meeting agenda. Kevin Fallin seconded the motion. All in favor to approve the agenda. Motion approved 8-0-0.

Society Liaison and Guest Presentations

There is no liaison at the beginning of the meeting. Our Section 7 Head, Adrienne Thomle joined but left later during the meeting.

Approval of Denver Meeting Minutes

The draft meeting minutes from Denver were reviewed. Bob Baker made a motion to approve the minutes, seconded by Angela Lewis. Motion approved 8-0-0.

ASHRAE Administrative Matters/Correspondence/Announcements

Hightower Award: TC's are encouraged to identify those individuals who have made significant contributions to the work of TC's, especially in the areas of programs and handbook. Submissions are due Sept 1. TC 7.3 members were encouraged to let Thursten Simonsen know of anyone on the TC who may be recognized.

YEA/TC Hospitality: The event was held Sunday evening during the NY Winter Conference. Thursten Simonsen attended as TC 7.3 Chair. YEA committee did a great job of advertising and providing questionnaires to promote conversation and discussion. TC 7.3 will encourage YEA to hold this event again.

TC Master Calendar: The TC Master Calendar is now available through Google. In order to access this calendar, you need to have a Google account. To add the calendar to your Google calendar, go to the bottom of the calendar list on the left, click Add and select Add a friend's calendar. Then enter the email address (techservices1791@gmail.com) and click add. The calendar is public and will appear under "Other Calendars" in the left column.

A new MTG has been formed, MTG.HCDG is for the Hot Climate Design Guide Development.

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ASHRAE_{EXCHANGE}: Please check out ASHRAE's new online forum/discussion board service and connect with other professionals on current discussion topics.

<https://www.ashraexchange.org>

TAC Presentation of TC's: The new presentation template allows TC members, without a lot of effort, to give a presentation to their local chapter on TAC and the TC's in general, and to customize a few slides with information specific to their own TC. The template is posted on the Technical Committee webpage of the ASHRAE website for download. TC 7.3 Chair Thursten Simonsen shared his experience of presenting this presentation at two chapter meetings this past year, both at the Alamo Chapter (San Antonio, TX), and the South Texas Chapter (Corpus Christi, TX). Both experiences went very well, and Thursten encouraged other TC 7.3 members to download the presentation and present it in their own chapters.

Employment Discipline on ASHRAE Bio: Members are reminded to update their Bio with the Employment Discipline. Currently, about 25% of members have done this, and ASHRAE seeks to greatly increase that percentage.

Sub-Committee Reports

Research Sub-Committee – Chair: Michael Bobker

Simonsen, Brambley, Lewis, Khaw, Bobker, Mullen, Trueman, Hutson, Cantrill, Bruecker, Ellis, Taasevigen, Murphy, Li, Lowry, Manchese, Warfield, Haves, Pouncy and Fallin attended the Research Sub-Committee Meeting.

Sub-Committee Chair – Michael Bobker could not attend the meeting. Michael Khaw reported on behalf of Michael Bobker.

RP-1650 progress was reported on by Angela Lewis. The oversight committee met with project PI Rob Hitchcock earlier on 1/20. Progress is on track with five use cases identified for further definition. No action required by full TC.

RTAR-1609 has received conditional approval, as reported by TC-7 Research Liason Phil Haves. Conditional items are to be addressed in the development of the Work Statement. Davidge Warfield, author of the RTAR, agreed to lead the development of the Work Statement, with support from Sonya Pouncy, Angela Lewis, and Michael Bobker. Phil Haves reviewed steps and timeframe for having the Work Statement considered at Seattle Summer meeting. No action required by full TC

New RTAR ideas. Thurston Simonsen suggested research around the cost-benefits of maintenance. Various aspects of and approaches to this topic were discussed. There was consensus that documented knowledge on this topic with respect to HVAC equipment and buildings is lacking and that development of an RTAR is justified. The topic is broad and a

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focused approach will have to be developed for an RTAR to be successful. Sonya Pouncy volunteered to lead the RTAR development with support from Cedric Trueman, Angela Lewis, Mark Lowry, and Thurston Simonsen. No action required by full TC.

Bob Baker has not further developed his research idea concerning documentation of energy impacts of heat exchanger fouling. This work may usefully be part of the proposed new RTAR

Analytics was briefly discussed as a continuing topic of interest for O&M Management research but no RTAR at this time. Members noted the potential for collaboration with developing/on-going research activities of TC 7.9 and 7.8.

Kevin Fallin made a motion to approve the research sub-committee report, seconded by Bob Baker. Motion approved 8-0-0.

Handbook Sub-Committee – Chair: Angela Lewis

Attended by Simonsen, Brambley, Lewis, Khaw, Ellis, Cantrill, Pouncy, Murphy, Marchego, Lowry, Taasevigen, Trueman, Brueckner and Hutson.

The subcommittee met on January 20 from about 5:00 to 5:20 PM.

The purpose of the meeting was to present the motion to approve the chapter that will be made at the main TC meeting on Tuesday January 21, 2014 and answer any questions about the changes to the chapter for the 2015 revision.

An announcement was made that the a memo summarizing the changes to the chapter since the November 2013 version, sent out for review to all members and interested parties, was prepared and sent to voting members. It was also stated that no further changes could be made to the chapter and that any further suggestions to revise the chapter be considered for the 2019 version of the chapter.

It was agreed that the final version of the chapter, with all edits incorporated, will be sent out to the full TC distribution list.

No questions or concerns about the content of the revisions were brought to the attention of the committee.

Sonya Pouncy made a motion to approve the research sub-committee report, seconded by Kevin Fallin. Motion approved 8-0-0.

Program Sub-Committee – Chair: Sonya Pouncy

Simonsen, Baker, Brambley, Lewis, Khaw, Bobker, Trueman, Bruecker, Ellis, Pouncy, Sibilski, Fallin, Rossi, Warfield, Hutson, Gallagher, Taasevigen, Li, Pourarian, Gustavson, Hememeier and Danks (Cell Phone) and Webster attended the Program Sub-Committee Meeting.

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Programs Sponsored or Co-Sponsored by TC7.3 in NYC

- a. Seminar 15: Fault Detection, Diagnostics and Control for Packaged Commercial Rooftop and Split Residential Units: What's New? (Sun 1.30 PM – 3.30 PM). Chair: M. Brambley. Co-sponsored with TC 7.5.
- b. Seminar 59: Project Delivery from Design to Operation: The Good, the Bad and the Ugly. (Wed 11 AM – 12.30 PM). Chair: S. Pouncy. Speaker(s): Matt Mullen.

Conference papers accepted for the Seattle Conference will be published on the 2014 Annual Conference Preprints CD and individual papers will be available for purchase in the onsite bookstore and the online bookstore. Conference Papers are no longer published in ASHRAE Transactions.

Speaker fee for Seattle is \$130.

Upcoming Conferences and Due Dates:

This is the overall publication schedule for the 2014 ASHRAE Annual (summer) Conference, Seattle. For specific details and questions regarding these dates, please contact the appropriate Track Chair.

Jan. 6-Web Site Opens for Seminar, Forum, and Workshop Proposals

Jan. 9-Final Conference Papers Submitted for Review (Includes Bio, Learning Objectives and Methods of Assessment)

Feb. 13-Seminar, Forum, and Workshop Program Proposals Due

Feb. 21-Conference Paper accept/reject notifications

Feb. 25-Technical Papers Final Review

March 5-Conference Paper accept/reject notifications

March 25-Notifications of Seminar, Forum, and Workshop Accept/Reject Distributed

May 6-Upload of PPTs Begin

June 2-All PPTs Due Online

June 28-Speaker's Lounge Opens

This is the overall publication schedule for the ASHRAE 2015 Winter Conference, Chicago. For specific details and questions regarding these dates, please contact the appropriate Track Chair.

March 21-Conference Paper abstracts due

August 6-Conference Paper accept/reject notifications

April 14-Full Technical Papers due

June 2-Web Site Opens for Seminar and Forum Proposals

June 2-Final Conference Papers Submitted for Review (Includes Bio, Learning Objectives and Methods of Assessment)

August 11-Seminar and Forum Program Proposals Due

August 25-Technical Papers Final Review

September 8-Notifications of Seminar and Forum Accept/Reject Distributed

December 1-Upload of PPTs Begin

January 1-All PPTs Due Online

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January 24-Speaker's Lounge Opens

Dates subject to change. Members are encouraged to visit Society website in the coming weeks for updated information.

Sonya Pouncy shall contact Michael Kuk and Danny Taasivigen regarding co-sponsorships with TC 6.8, 4.7, 7.5 and 7.9.

A program ideas plan was circulated to the Sub Committee.

Sonya Pouncy made a motion to approve the research sub-committee report, seconded by Kevin Fallin. Motion approved 8-0-0.

Standards Sub-Committee – Chair: Bob Baker

Simonsen, Baker, Brambley, Lewis, Khaw, Bobker, Trueman, Bruecker, Ellis, Pouncy, Sibilski, Taasevigen, Gallagher, Heinemeier, Gustavson, Rossi, Warfield, Hutson, Fallin, Cantrill, Webster and Danks (Cell phone) attended the Standards Sub-Committee Meeting.

SC recommended establishment of a Project Committee to consider revisions to Standard 180. Bob Baker made the motion seconded by Thursten Simonsen. Motion approved 8-0-0.

SC recommended development of a User Guide for Standard 180 using material developed by the Western HVAC Performance Alliance Commercial QM Committee. Bob Baker made a motion to develop a user guide for Standard 180. Thursten Simonsen seconded. Motion approved 8-0-0.

SC recommends that Michael Vaughn be asked to respond to GSA that ASHRAE Resources listed in his note of 12/23/2013 are available to help with enhancements to maintenance practices. Bob Baker made a motion for our TC Chair to provide Michael Vaughn with a list of reference on O & M. Motion passed 8-0-0.

SC recommended that a Project Committee be formed to consider revisions to Guideline 4. Guideline 4 was reaffirmed in 2012. Bob Baker made a motion to establish a Project Committee to update Guideline 4. Motion approved 8-0-0.

SC recommends that an AD Hoc be formed to follow California PUC Work Order 32 and prepare comments as needed. Bob Baker made a motion to establish an Ad Hoc committee to follow up with Work Order 32. Motion approved. Bob Baker, Angela Lewis, Sonya Pouncy, Charles Dorgan and Michael Gallagher has volunteered to be on the committee.

Dale Gustavson suggested that the committee also assist in the update of the "California HVAC Research Roadmap". Updating of the 'Roadmap' will be the key activity during 2015. The roadmap is the plan for improvements to the way HVAC systems are installed, operated and maintained under California regulations and many other North American regulatory authorities copy or cut and paste from the Roadmap.

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Standard 100 (Energy Efficiency in Existing Buildings) has been out for Public Review and there are many comments. Bob Baker shall discuss with Cedric Trueman and report back to the committee.

Kevin Fallin made a motion to approve the standards sub-committee report, seconded by Bob Baker seconded. Motion approved 8-0-0.

Education and Training Sub-Committee – Chair: Danny Taasevigen

Simonsen, Brambley, Lewis, Khaw, Bobker, Bruecker, Ellis, Murphy, Lowry, Marcheso, Hutson, Cantrill, Taasevigen, Macavley and Carpenter attended the Education and Training Sub-Committee Meeting.

TC 7.3 Education and Training Sub-Committee Meeting Notes 1/20/2014

Review of Title, Purpose, and Scope document needed, followed by more detailed “mission” of this sub-committee which will outline focus areas (i.e., building controls and control strategies)

Thursten will investigate the role of our ASHRAE Learning Institute (ALI) representative. Currently it is Davidge, but he was not at the sub-committee meeting to discuss.

Possibility to work with TC 7.9 to come up with standardized control sequences.

The sub-committee as a whole needs to identify the different types of O&M jobs and their missions and tasks or job descriptions (Job Task Analysis required by ASHRAE). This information will be submitted via email and compiled by Danny and presented at the Seattle meeting. Once this information is discussed, the TC can determine where the gaps are and what ones we should pursue.

Great input from RSES representatives Patrick Murphy and Mark Lowry on training, as they are the HVACR Training Authority. Possibly partner RSES and ASHRAE to provide training for management and operators.

Did not cover ASHRAE Technical FAQs 56 & 57, will be covered in Seattle.

Danny will send out a doodle poll for a conference call regarding the creation of an O&M web resource in response to a Proposed Plan for Determining Need for Existing Building O&M Guidance Source Document by the Advanced Energy Design Guides Steering Committee (AEDG SC). This will involve members of TC 7.3 and TC 2.8 at the minimum. If possible, members of TC 7.8 will also be included. Danny already reached out to Dunstan Macauley (chair of TC 2.8).

The scope of the Education and Training Sub Committee will be available to the committee very shortly. Richard Rooley suggested to review our scope with the Operations & Performance Management Professional (OPMP) certifications.

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Danny has volunteers to assist his Sub Committee: Richard Rooley, Michael Khaw, Sonya Pouncy, Bob Baker and Chris Compton.

Bob Baker made a motion to approve the Education and Training sub-committee report, seconded by Kevin Fallin seconded. Motion approved 8-0-0.

Liaison Reports

ALI Activities-Liaison: Davidge Warfield

No ALI report. There is a discussion with our Section Head Adrienne Tholme to set up an ALI training.

Chuck Dale-Derks discussed TC 7.8's indolent with TC 7.3.

Angela Lewis said TC 1.4 has started similar Education and Training Committee.

Michael Bramley said TC 7.5 is in progress to have their own Handbook Chapter and has asked TC 7.3 to have foot notes in our Hand Book to refer the readers to their Chapter and will do the same for TC 7.3.

Tom Cappellin said there will be more working relationships between TC 7.9 and TC 7.3 in the future.

Richard Rooley discussed the general education and ethics.

Sarah Maston from CEC shall discuss possible programs with Sonya Pouncy.

Old Business

Increasing TC 7.3 Membership and involving YEA

Thursten Simonsen discussed that he attended the Sunday YEA mixer. He was impressed with activities like the card exchange so they went around the room to talk to one another. There is a TC power point available to all to present about Technical Committee.

Electronic Meetings

There are some discussions. Goto Meeting may be a possibility for TC 7.3 but we are not ready yet. Further discussion is required.

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New Business

MTG's: Thursten Simonsen reviewed the current MTGs that are formed, and suggested that TC 7.3 may have an interest in the work of MTG's on Building Information Modeling and Energy Targets. There was general discussion, but no action was taken.

New Roster:

Thursten Simonsen said Danny Taasevigen and Bob Sibilski shall be voting members in July 1, 2014. Bob Sibilski shall be our new Secretary.

Next Meeting

The Seattle, Washington's main meeting will be on Tuesday, July 1, 2014, from 1:00 PM - 3:30PM. Sub-committee meetings will be held on Monday afternoon June 30, 2014 (rooms to be announced).

Adjournment

The chair adjourned the meeting at 3:09 PM.