

**Goal 2: Commercial Quality Installation Committee Meeting Minutes**  
**Friday, June 16, 2017**

**Call to Order**

The meeting was called to order at 10:06 a.m. PDT by meeting facilitator, Elsia Galawish (Staff), in Chair Rob Falke's (NCI) absence. Meetings are normally scheduled for 60 minutes.

**Roll Call & Agenda**

There are eight (8) voting members and meeting quorum is 5.

Organization	First Name	Last Name	WHPA Category	P=Present
<b>Voting Members</b>				
BMI (BuildingMetrics Inc.)	Pete	Jacobs	Energy Efficiency Program Consultant	P
Cumming Corporation	Brian	Mauleon	Energy Efficiency Program Consultant	P
Green Link Mechanical	Jerry	Hernandez	Contractor (Nonresidential)	P
Tre'Laine Associates	Pepper	Hunziker	Energy Efficiency Program Consultant	P
<b>Non-Voting Members</b>				
AMS (American Mechanical Services)	Marc	Pickett	Contractor (Nonresidential)	P
NCI (National Comfort Institute)	Ben	Lipscomb	Educator, Trainer	P
<b>Staff</b>				
Galawish Consulting Associates (Staff Support)	Elsia	Galawish	Energy Efficiency Program Consultant	P

Elsia Galawish (Staff) reviewed the agenda. Due to Chair Rob Falke's (NCI) absence, the CI WG and ASHRAE SPC 221 updates were the only presentations presented.

ITEM	AGENDA TOPICS	DISCUSSION LEADER
5 min	<b>Welcome and Roll Call</b>	Falke/Galawish
2 min	<b>Approval of April 21, 2017 Meeting Notes</b>	Galawish
5 min	<b>Review Agenda and 2017 Goals</b>	Falke
10 min	<b>CI Data Spec Working Group Update</b>	Jacobs
20 min	<b>Goals 2 and 6 Update: Work Products for 2017</b>	Falke
10 min	<b>ASHRAE SPC 221 Update</b>	Lipscomb
3 min	<b>New Business</b>	Falke
5 min	<b>Closing Comments/Adjournment</b>	Galawish
	<b>Next Meeting – July 21, 2017: 10 a.m. - 11 a.m. PDT</b>	Galawish
<p><b><u>GENERAL REMINDERS</u></b></p> <ul style="list-style-type: none"> <li>• Adherence to the WHPA <a href="#">Code of Conduct</a> is required.</li> <li>• Disclose any potential conflicts of interest as it relates to meeting content, particularly prior to any voting.</li> <li>• Identify yourself prior to speaking with your name and organization on whose behalf you are speaking or if you are making a personal comment.</li> <li>• Mute yourself when not speaking. (*6 will take you on and off mute.)</li> </ul>		

### **Approve Minutes of Previous Meeting**

There was not a quorum to approve the April 21, 2017, CQI Meeting minutes; an email vote request for approval has been sent to members.

### **CI Data Spec Working Group Update – Pete Jacobs (BMI)**

- Goal #3: *Data Specs – Complete and approve a specification to measure and score the performance of installed commercial maintenance and residential installation HVAC systems.*
  - The Working Group is pretty close to wrapping up data specs activities:
    - CQI data specs approved by EC in January 2017;
    - Delivered the RQI data specs in April 2017 to the RQI Committee;
    - QM Specs: WG members are still reviewing the draft QM specs. Pete Jacobs (BMI) will incorporate feedback and send to the CQM Committee for their consideration in early July.
- Goal #4: *Determine the calculation methods for “developing a standardized, repeatable performance-based method for system evaluation.*
  - Pete Jacobs (BMI) is working on the HVAC system’s calculation methods in conjunction with the ASHRAE SPC 221 Committee.
- Goal #5: *Develop simplified test protocols supporting procedures forming a HVAC system performance assessment process that could be effectively utilized by HVAC and EM&V professionals in the field to measure and score the performance of installed HVAC systems.*
  - Pete Jacobs (BMI) noted that work will begin later in the year.

### **ASHRAE SPC 221 Update – Ben Lipscomb (NCI)**

- On track with original schedule to have approval by December 2017. The SPC 221 Committee will review and discuss the final Draft Proposed Standard at the 6/26/17 ASHRAE Summer Meeting in Long Beach.
  - Close to having public review. Various task groups have been working on finalizing the standard.
  - Scope and title revisions were submitted to ASHRAE. The scope more clearly defines the types of systems that are applicable. It calls out air-sourced HP or air-delivery DX. The title has been shortened.
  - Current proposed schedule for approval:
    - Final revisions, comments, and edits are due by Monday, July 10, 2017.
    - Final version sent to SPC 221 Committee on by August 17, 2017.
    - Email vote from SPC 221 Committee on August 21, 2017.
    - Distributed for public review in late August.
    - Public review in September and October.
    - Responses to Public Review comments.
    - Final Standard 221 Committee vote in November.
    - Approval by ASHRAE Standards Committee at Winter Meeting; publication to follow.

### **Closing Comments/Adjournment**

**Next Meeting: Friday, July 21, 2017 at 10:00 a.m. PDT.**

The meeting was adjourned earlier than usual at 10:21 p.m. PDT.

*(PPT Presentation and **ACTION ITEMS** posted on page 3)*

**PowerPoint Presentation**



CI Committe Meeting  
Slides 6-16-17 (2).ppt

**ACTION ITEMS**

1. Elsia Galawish (Staff) to send email to voting members for approval of 4/21/2017 minutes.
2. Send email reminder to the CQI WG for review of QM data specs and comments – due 6/23/17.

*Submitted by Elsia Galawish, WHPA Staff*  
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