

**AMERICAN SOCIETY OF HEATING, REFRIGERATING AND AIR-CONDITIONING
ENGINEERS, INC.
1791 Tullie Circle, N.E./Atlanta, GA 30329
404-636-8400**

TC/TG/MTG/TRG MINUTES COVER SHEET

(Minutes of all Meetings are to be distributed to all persons listed below within 60 days following the meeting.)

TC/TG/MTG/TRG No. TC 5.9 DATE February 4, 2020

TC/TG/MTG/TRG TITLE Enclosed Vehicular Facilities
DATE OF MEETING February 4, 2020 LOCATION Orlando, FL

VOTING MEMBERS PRESENT	YEAR APPT'D - TERM ENDING	VOTING MEMBERS ABSENT	YEAR APPT'D - TERM ENDING	EX-OFFICIO MEMBERS AND ADDITIONAL GUEST ATTENDANCE (CM) (G)
Jane Miller Matt Davey Yoon Ko Duncan Phyfe Bill Lampkin David Hahm	2014-2020 2018-2022 2018-2022 2018-2022 2019-2023 2019-2023	James McCarron Tom O'Dwyer	2018-2022 2019-2023	David Newman Andrew Louie Yuan Li Igor Maevski Andre Calado Dimitry Kogan Ahmed Kashef Michael Feuser Olivia Volker David Peth Kevin Gildea Aresh Raychaudhuri Rajesh Jain TJ Lyle Fraser Campbell Andrew Breed Mike Adelman Tracy Hammac Angela Flynn Simona Tsvetkova James Carlin Dean Geraci Cody Massar Thomas Doebeli Michael Keating Valentina Nedelcu Larry Smith

DISTRIBUTION

All Members of TC/TG/MTG/TRG plus the following:

TAC Section Head:	Larry Smith
TAC Chair:	Kelley Cramm
All Committee Liaisons As Shown On TC/TG/MTG/TRG Rosters:	Harris Sheinman, Arsen Helikov, Somasundaram Natarajan, Dennis Loveday, Dr Arsen Melikov
Manager Of Standards Manager Of Research & Technical Services	Stephanie Reiniche Mike Vaughn



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TC 5.9 MEETING MINUTES

TC/TG/TRG NO. (TITLE): TC 5.9 Enclosed Vehicular Facilities
DATE/TIME OF MEETINGS: February 4, 2020 3:30 - 6:00 PM
LOCATION: Orlando, FL
Hilton Orlando, Lobby level, Lake Monroe B

- ❖ The Chair, Jane Miller, called the meeting to order at 3:30 pm.
- ❖ There were 6 of 8 voting members present, which met requirements for a quorum.
- ❖ Larry Smith -- Section 5 Head
 - ❖ Discussion on reorganization and feedback received from TC5.9 Chair.
 - ❖ "Tip of the Spear" and TC5.9 5-yr plan distributed (see attached)
- ❖ The minutes from Kansas City 06/25/2019 were approved
- ❖ Chairman's Remarks – Jane Miller
 - ❖ ASHRAE Code of Ethics
 - ❖ Chair meeting on Sunday morning
 - ❖ Format is one large meeting
 - ❖ Look at what we do as a TC wrt reorganization; provide a unique Handbook chapter
 - ❖ New standard coming out -- supports more research and programs
 - ❖ Less hours in committee meeting? More work between meetings
 - ❖ More use of Basecamp
 - ❖ Change in PCM; people are dropping off
- ❖ Subcommittee Reports
 - ❖ Research Subcommittee (David Hahm)
 - ❖ Research Subcommittee Chair meeting (info from breakfast meeting)
 - ❖ Anyone with interested topics, please discuss with David
 - ❖ ASHRAE Research Strategic Plan -- everyone should complete survey, which ASHRAE sent via email to all (check spam)
 - ❖ One inactive RTAR; seven new proposals -- David gave an overview of them
 - ❖ FHWA project -- fixed fire suppression in roadway tunnels
 - ❖ Completed literature survey
 - ❖ Subcommittee to distribute report and provide recommendations from committee
 - ❖ Programs Subcommittee (Yoon Ko)
 - ❖ Two co-sponsored seminars in Orlando
 - ❖ One seminar proposal for Austin -- proposal due 2/10
 - ❖ One conference paper for Austin? (Delhi Metro)
 - ❖ Conference paper session for Chicago -- abstract due by 3/18; final paper due by 7/8
 - ❖ Fire propagation in rail
 - ❖ Fire detection and ventilation in rail tunnels
 - ❖ Fire detection and ventilation in roadway tunnels
 - ❖ Handbook Subcommittee (Andrew Louie)
 - ❖ Possible updates? Chapter is older and needs reorganization

- ❖ Next edition in 2023; and needs approval by TC in 2022
- ❖ Input from SPC 217 to provide guidance
- ❖ Standards Subcommittee (Yuan Li)
 - ❖ Lots of progress on SPC 217
 - ❖ Reviewed all public comments and comments by SPC
 - ❖ Electronic ballots for SPC
 - ❖ Standard to be issued and continue development; issue again in 5 years?
- ❖ Webmaster (David Newman)
 - ❖ David will transition webmaster responsibilities to Simona Tsvetkova

- ❖ Liaison Reports
 - ❖ TC 5.1 (Aresh Raychaudhuri) -- co-sponsored seminar in Orlando; no sponsoring opportunities for Austin; consider more attractive/inclusive titles for programs, and consider 'basics' seminars
 - ❖ TC 5.6 (Yoon Ko) -- possible session for Chicago on dampers; possible learning courses by TC to be held during conferences
 - ❖ NFPA 130 (Andrew Louie) -- new 2020 edition; Public Input period ends 6/30
 - ❖ NFPA 502 (Igor Maevski) – new 2020 edition; Public Input period ends 6/30
 - ❖ PIARC (Ahmed Kashef) – no update
 - ❖ APTA
 - ❖ Mining (Jane Miller)

- ❖ New Business and Comments
 - ❖ TC 5.9 5-year plan
 - ❖ Discussion of TC 5.9, our place within ASHRAE and goals moving forward (see attached)
 - ❖ Vote to continue -- motion by Lampkin, second by Davy; unanimous of voting members
 - ❖ TC 5.1 commissioning and maintaining fans -- assistance from TC5.9?

- ❖ Next Meeting scheduled for Austin, TX – Tuesday June 30, 2020

- ❖ Adjournment at 5:00pm

- ❖ Submitted by Matt Davy, Secretary – TC 5.9

TC 5.9 5 year plan

To all TC 5.9 members:

All TC's have been asked to formulate a 5 year plan – to ensure we are meeting the goals of each individual TC committees, and have specific action plans to ensure we stay on track.

We have been asked to spend 30 minutes on a 5 year plan during our meeting in Orlando. Any comments/suggestions on our scope, current functions –or suggestions for new ideas would be greatly appreciated. Are there any areas that you think need change or improvement?

Our web site lists **TC 5.9 Scope**:

TC 5.9 is concerned with existing technology and design requirements for enclosed transportation facilities. Enclosed vehicular facilities encompass the subway portion of rapid transit systems, vehicular tunnels, rail tunnels, enclosed bus ways, bus terminals and parking garages.

- does our scope accurately describe our group now?

Currently these are TC 5.9's key functions:

- **Handbook**
 - 5.9 is responsible for Chapter 16, Enclosed Vehicular Facilities in the HVAC Applications Handbook
 - this is done on a regular basis and does provide technical resources, especially to those who do not work specifically in these areas on a regular basis
 - is this changing to shorter review/update cycle? Does this change how we approach this task?
- **Programs**
 - Develop and sponsor technical sessions at winter and annual conferences
 - This has been challenging to get included in the general conference, mainly due to our more specific/focused scope
 - We were not selected for Orlando after providing a very solid program
 - We do co-sponsor 5.1 and 5.6, but continue to not get selected for general conference
 - Conference papers may help here, but require more time and effort
 - Ideas to improve acceptance for general conference? Do we want to plan to have seminars during our regular meeting?
- **Research**
 - At the last meeting, several ideas were generated for research, need to continue working towards goal of getting research approved
 - Recently this has been a challenge, similar to Programs – but hope to see good results with new topics discussed at last meeting
 - Currently co-sponsoring FFFT research with FHWA!
 - Other ideas to improve our rate of research acceptance?
- **Standards**
 - ASHRAE SPC 217 has been under development for some time, with first public review just completed
 - This will be an on-going function to maintain and update

The attached letter from Larry Smith, Head of Section 5 has more details on the Strategic Plan (2019-2024).

Any comments/suggestions would be appreciated. This will be a topic at our meeting in Orlando. Any preliminary work will help shape that discussion.

Hope to see you all in Orlando on February 4 – coming up soon!

Jane Miller TC 5.9 Chair

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To: Section 5
From: Larry Smith, Head Section 5
Date: 10/23/19

Regarding: Tip of the Spear

ASHRAE is an international organization comprising of over 57,000 members in 132 countries worldwide. Its members are concerned with the design and construction of HVAC&R systems in buildings. The stated Mission and Vision statements as established by the Society are:

Mission:

To serve humanity by advancing the arts and sciences of heating, ventilation, air conditioning, refrigeration and their allied fields.

Vision:

A healthy and sustainable built environment for all.

The Strategic Plan as developed by the ASHRAE Planning Committee in collaboration with the Board of Directors (2019-2024)

- Higher levels of member engagement, satisfaction and loyalty
- Increased operational efficiency and market responsiveness
- Demonstrated leadership in meeting societal needs through expanded research, application to practice and strategic partnerships
- Increased awareness of ASHRAE and use of its technical resources among priority stakeholders
- Increased global adaptation of ASHRAE Standards
- Increased breadth in ASHRAE's product offerings

The purpose of your respective technical committee is to provide the technical expertise on subjects within their scope of activity. ASHRAE looks to the technical committee as the "experts" in their particular field of endeavor, or Tip of the Spear.

As the chair for your respective technical committee it is your responsibility to provide the leadership to demonstrate, to an international audience, ASHRAE's expertise and preeminence in your area of expertise.

The Technical Committee Manual of Procedures requires a review (section 1.5.1) once a year to evaluate the progress of the technical committee in accomplishing the purpose for which they were constituted and recommend one of several actions to their Section Head; continue the technical committee as is, merge, or disband.

As your Section Head I am requesting a list of actionable items that your respective technical committee plan to accomplish over the next five (5) years, when you expect to have those items completed, and who will be the champion for each of the actionable items.

The actionable items should reflect a combination of ASHRAE's Mission and Vision statements as well as the Strategic Plan.

I would appreciate your list be sent to me prior to our meeting in Orlando 2020.

Update on TC Reorganization for TC leadership, 12/2019

In an effort to keep all TC leadership in the loop, TAC thought it was a good idea to give you a little history, an update, and possible future steps in the efforts of the TC Reorganization.

History

The direction to look at the TC structure came from the 2014 strategic plan. Based on a survey of TC chair and vice-chairs, we found the following issues were important to our members:

- We are working in silos; too specific; need wider perspective
- We need to better manage stagnant TCs and membership
- Takes too long to change things; get discouraged
- We are not maintaining industry leadership
- We need to do a better job of sharing best practices

By taking on this reorganization, we hope to accomplish many things, including:

- Increase opportunity for collaboration for programs & research
- Increase opportunity for workshops for Handbook
- Increase meeting efficiency and increase effectiveness of members' volunteer time

We asked our SHs to discuss restructuring the TCs with TC leadership- this could include merging some TCs or creating a new TC organizational structure for example. As with major change anywhere, some TCs took this as an opportunity for real change and some dug in their heels.

Update

In the past year, TAC has looked into making small changes to the processes we have in place, in an effort to seek collaboration and meeting efficiency.

TC Breakfast: In Kansas City, we rolled out a joint breakfast for the first time. The reasons for this were many, including a more efficient way of getting important information into everyone's hands and increasing collaboration. Overall this effort was well-received, with a couple details to work out. In Orlando we will have larger tables and a bigger room, offering less background noise and enough room for everyone to have a seat at the table. This format has been very successful for RAC, so it is not a new concept.

Large Meeting Room for small meetings:

In Orlando, we are working with staff to offer a large meeting room (similar to Atlanta, if you remember) which will be setup with many round tables. There will also be a quiet area if members need to get work done. Smaller TCs or subcommittees (10 people or less) will be encouraged to utilize this area instead of taking up multiple meeting rooms, and/or cancelling last minute. This will most likely continue in future meetings, depending on feedback in Orlando.

TC Mergers: Many TCs are looking into restructuring. We encourage all TCs to voluntarily consider their scope, membership and leadership, and how they can be merged with other, similar, TCs with a vote on this action at the Orlando meeting. That being stated, TAC may need to take a more proactive approach, if there is evidence of an unwillingness on the part of Functional Groups to consider change. The first round of change needs to be wrapping up in Orlando, so staff has time to update rosters as part of the regular timeline.

For TCs looking into mergers, we would recommend that the merging TCs have a revised Title, Purpose & Scope ready for TC vote in Orlando. In addition, proposed leadership and voting roster should be completed.

Review Reminder: Please recall that there is an annual review requirement for each committee as detailed below. We will ask each Section Head to report the recommendations from each committee to their Section at the Annual meeting in Austin. If not already on the agenda, your committee should be prepared to start discussing this recommendation in Orlando.

From the Manual of Operating Procedures (MOP):

1.5. Review

1.5.1.

Once a year, preferably at, or prior to, each Annual meeting, the Committee Chair and Committee Membership shall evaluate their progress in accomplishing the purpose for which they were constituted and recommend one of the following actions to their Section Head:

- a) Continue as a TC, TG, MTG, or TRG
 - b) Convert from a TG to a TC
 - c) Convert from a TRG to a TG or TC
 - d) Merge with a TC/TG/TRG and submit a revised scope for the merged committee
 - e) Dissolve the TC, TG, MTG, or TRG
- i) If a TC/TG/TRG/MTG votes to disband, it must establish whether any current responsibilities should be continued and, if so, recommend existing TC/TRG/MTG(s) to assume responsibility and obtain those committee's written concurrence

Future Steps

So, a couple things that were identified early on, are still in process:

- Review functional group definitions and scopes of work to determine if current groups are efficient and best use of volunteer time.
- Clarify procedures for combining and/or dissolving FGs.
- SHs to review Activity Forms and determine which TCs are not performing. Determine plan for TC to perform or dissolve.
- Adjusting meeting times into a block schedule. We currently have many meetings happening at non-standard times which leads to conflicts in people's schedules and is a very inefficient use of meeting space.
- Looking into moving subcommittee meetings into a time slot on the same day as the main TC meeting, and maybe immediately before the main group meeting. This way, if someone can only attend for a few days, they can attend all meetings for a functional group.

As we embark in the effort of organizational restructuring to become more efficient and effective in this new strategic plan, we think it is important to focus on what makes ASHRAE special. If someone in the HVAC industry could only afford to attend one conference a year, why would they come to ASHRAE? Are we showcasing our volunteers and their knowledge effectively? We think what makes our conference great is the ability to collaborate with professionals from all over the world. Meet real people and serve humanity by solving real problems. Together. We need to step up our game- provide more opportunities for the dispersion & discussion of technical information. This is where the FG Reorganization can make a difference.