



## SSPC 188, Legionellosis: Risk Management for Building Water Systems

Tuesday, 25-June-2019, 8-12 CDT Kansas City Marriott, Marriott East, Trianon Level, Trianon D  
Tuesday, 25-Jun-2019, 3:45-5:30 CDT, Kansas City Marriott, Marriott East, Trianon Level, Trianon D  
Wednesday, 26-Jun-2019, 8-12 CDT, Kansas City Convention Center, 2215A

### 1. Chair call to order, review the code of Ethics and Ground Rules for the committee.

a) ASHRAE Code of Ethics: (Approved by ASHRAE Board of Directors January 30, 2013)

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| <p><b>A. As members of ASHRAE or participants in ASHRAE committees, we pledge to act with honesty, fairness, courtesy, competence, integrity and respect for others in our conduct.</b></p> <p><b>B. Efforts of the Society, its members, and its bodies shall be directed at all times to enhancing the public health, safety and welfare.</b></p> <p><b>C. Members and organized bodies of the Society shall be good stewards of the world’s resources including energy, natural, human and financial resources.</b></p> <p><b>D. Our products and services shall be offered only in areas where our competence and expertise can satisfy the public need.</b></p> <p><b>E. We shall act with care and competence in all activities, using and developing up-to-date knowledge and skills.</b></p> <p><b>F. We shall avoid real or perceived conflicts of interest whenever possible, and disclose them to affected parties when they do exist.</b></p> <p><b>G. The confidentiality of business affairs, proprietary information, intellectual property, procedures, and restricted Society discussions and materials shall be respected.</b></p> <p><b>H. Each member is expected and encouraged to be committed to the code of ethics of his or her own professional or trade association in their nation and area of work.</b></p> <p><b>H. Activities crossing national and cultural boundaries shall respect the ethical codes of the seat of the principal activity.</b></p> |
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c) ASHRAE SSPC188 Ground Rules shall be followed during this and all of our meetings.

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| <ul style="list-style-type: none"> <li>• Open and honest discussions</li> <li>• Professional and civil discussions</li> <li>• Avoid factions</li> <li>• Free discussion</li> <li>• Bring solutions to the discussions</li> <li>• Speak as either in favor or not in favor of motions or actions by the chair</li> <li>• No rehashing</li> </ul> | <ul style="list-style-type: none"> <li>• Recognition that we started in 2005</li> <li>• Big issues – do we conceptually agree?</li> <li>• Best vs. timeline (postponed perfection)</li> <li>• Science – data driven</li> <li>• Open/resolved points for new members</li> <li>• Committee discussions are “Safe Zone” – collaborate</li> <li>• Background for big issues – careful with assumptions</li> </ul> |
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### 2. Roll call of voting and nonvoting members by the secretary

a) SSPC188 Committee Membership:

<b>Voting Members</b>	<b>Present (Y/N)</b>	<b>Non-Voting Members</b>	<b>Present (Y/N)</b>
Paul Lindahl, Chair (2019)		Dr Laura Cooley AOR/CDC (2019)	
Bill Pearson, Vice Chair (2020)		Pete DeMarco AOR/IAPMO (2019)	
Helen Cerra, Secretary (2020)		Brian Hageman AOR/ASHE (2019)	
Clive Broadbent (2019)		Ramiro Mata (2019)	
Bill Gaines (2021)		Henry Becker (2019)	
Lee Millies (2019)		Michael Castro (2022)	
Frank Morrison (2022)		Jon Cohen (2018)	
Eric Myers (2021)		Kaye Flamm (2018)	
Frank Myers (2020)		Ron George (2018)	
Michael Patton (2020)		Pat Graef (2019)	
Heather Platt (2022)		Joshua Ince (2020)	
Aaron Rosenblatt (2020)		Sergio LaMura (2021)	
Kevin Scarlett (2020)		Dr Paul Lem	
Erica Stewart (2020)		Dr Bill McCoy (2021)	
Dr Janet Stout (2019)		Ken Mortensen (2020)	
Alain Trahan (2019)		Richard Pearson (2021)	
Ron Wood (2019)		Patrick Racine (2021)	
Dr Stu Asay OR/IAPMO (2019)		Jeff Ramey (2022)	
Kristy Azzolin OR/ADA (2020)		Patsy Root (2022)	
Steven Cutter OR/ASHE (2019)		Leon Shapiro (2020)	
Dr Claressa Lucas OR/CDC (2019)		Matt Sigler (2017)	
Amy Nichols OR/APIC (2020)		Tom Watson (2021)	
Billy Smith OR/ASPE (2019)		Walter Grondzik SPLSL (2021)	
Andrew Ward OR/NSF (2020)		Ryan Shanley StaffL	
		Stephanie Reiniche StaffL	
24 PCVM		22 NVM	


**3. Review Agenda and Approve Any Necessary Changes**

**4. Approval of Draft Minutes**

**5. STD188 Continuous Maintenance Change Proposals and Interpretation Requests**

*Lindahl/Shanley*

- a) IC188-2018-MichaelGammill – Steve Cutter, Brian Hageman, Amy Nichols. Review and consider the proposed official interpretation of STD(2018). The response must be approved by the SSPC.

**6. Guideline 12 Public Review Response Status Reports**

- a) Unresolved comments from the second public review will be handled by the appropriate working group in this third review. (Castro unresolved comments from second review are same in 3<sup>rd</sup> review). NOTE: As votes for comment response approval are not standards actions, they require only a simple majority to pass, do not require continuation or recirculation letter ballots, and do not require attempted resolution of negative votes. The approval of a 4<sup>th</sup> PPR (ISC) draft is a standards action which requires a continuation ballot, etc.
- b) Working Group 1 Status and Completion Plan – Myers. Working group proposals discussed, potential motions for consent agenda, request any items desired to be left out of the consent agenda.
- c) Working Group 2 Status and Completion Plan – Nichols. Working group proposals discussed, potential motions for consent agenda, request any items desired to be left out of the consent agenda.
- d) Adjourn for continued working group time as needed.

**7. Reconvene the SSPC at 8am on the 26<sup>th</sup> or earlier**

**8. Roster changes – Lindahl**

**9. Codes adoption updates**

**10. ASHRAE 514 update – Lindahl/Shanley**

**11. Liaison Reports**

- a) Erica Stewart – SSPC 62.1
- b) Claressa Lucas - EHC

**12. Next planned face to face meeting is January 28-29 in Orlando**

**13. Adjournment**