

MEETING LOG
DIRECTORATE FOR ENGINEERING SCIENCES

SUBJECT: Chairman's Advisory Committee of the Accredited National Standard
on Performance and Installation of Gas-Burning Appliances and
Related Accessories, Z21/83

PLACE: Westin La Paloma Resort and Spa, Tucson, AZ

MEETING DATE: April 14, 2004

LOG ENTRY SOURCE: Donald W. Switzer *DWS*

ENTRY DATE: September 16, 2004

COMMISSION ATTENDEES:

Donald W. Switzer ES

NON-COMMISSION ATTENDEES: See attached attendee list

MEETING SUMMARY

The ANSI Z21/83 Chairman's Advisory Committee advises the Chairman of the Z21/83 Committee. Membership consists of experts in gas appliance design and natural and LP-gas fuel distribution, government agencies, and consumer representatives. The official minutes of the meeting are attached and accurately reflect actions and discussions at the meeting.

Minutes of the April 14, 2004 Meeting of
Chairman's Advisory Committee of
Accredited Standards Committee Z21/83

Minutes of the April 14, 2004 Meeting of

**CHAIRMAN'S ADVISORY COMMITTEE OF
ACCREDITED STANDARDS COMMITTEE Z21/83**

Minutes of the Chairman's Advisory Committee
of the Accredited Standards Committee Z21/83
14 April 2004

Item	<u>Table of Contents</u>	Page
1. Chairman's Opening Remarks		2
2. Approval of the Minutes for the July 15, 2003 Chairman's Advisory Committee Meeting.....		2
3. Announcement of a New Chair and Vice Chair for the CSA TC and Election of a Vice-Chairman for the Z21/83 Committee		2
4. Status of Z21/83 Committee, Inc.		3
5. Program Work Plan and Funding.....		4
6. Membership Category Review and Report		6
7. Z21/83 and CSA America Procedures Overview and Discussion		9
8. Processing Negative Votes.....		12
9. Z21/83 Awards Program		13
10. Time and Place of Next Meeting.....		15

Minutes of the Meeting of the
CHAIRMAN'S ADVISORY COMMITTEE
OF ACCREDITED STANDARDS COMMITTEE Z21/83

Held at
The Westin La Paloma Resort & Spa
3800 East Sunrise Drive
Tucson, AZ 85718

April 14, 2004

The meeting was called to order by the Chairman at 1:05 p.m. Central Standard Time, Wednesday, April 14, 2004. The following were in attendance during the course of the meeting:

Members Present:

Daryl L. Hosler, Chairman
Frances Gailey
Ted Lemoff
Norman E. Mattson
James Mullen
Gary J. Potter
Bruce J. Swiecicki
Donald W. Switzer

Guests Present:

Spencer Grieco, CSA America, Inc.
Jeff Kincer, NAFEM
John Marshall, Enbridge Gas Distribution
Ramona Saar, Association of Home Appliance Manufacturers
Frank A. Stanonik, Gas Appliance Manufacturers Association
Glenn Tubrett, Canadian Standards Association

Administrative Staff (Non-Voting):

Allen J. Callahan
Cathy L. Rake

Members Absent:

Jack D. Rae

Minutes of the Chairman's Advisory Committee
of the Accredited Standards Committee Z21/83
14 April 2004

Item 1. Chairman's Opening Remarks

Chairman Hosler welcomed all in attendance, and requested all members and guests to introduce themselves and their affiliations. He stated that the purpose of the Chairman's Advisory Committee was to make recommendations, without formal actions or voting, to the Z21/83 Committee.

Chairman Hosler reminded members that tomorrow was the joint Z21/83 Committee and CSA Technical Committee meeting. He also stated that he and the chairman of the CSA TC decided that the chairman of the hosting country for the meeting would provide the chair of the joint meeting. Since the U.S. was hosting this meeting, Mr. Daryl Hosler of the Z21/83 Committee would chair the joint meeting.

Item 2. Approval of the Minutes for the July 15, 2003 Chairman's Advisory Committee Meeting

Action Requested

The Chairman's Advisory Committee (CAC) was asked to approve the minutes of its July 15, 2003, meeting.

History

The minutes of the Chairman's Advisory Committee were distributed to the members on September 18, 2003 and released for general distribution on November 7, 2003. No comments were received.

Action

The CAC approved the minutes of the July 15, 2003 meeting as written.

Item 3. Announcement of a New Chair and Vice-Chair for the CSA TC and Election of a Vice Chairman for the Z21/83 Committee

Action Requested

The CAC was asked to provide a nominee to the Z21/83 Committee for election of a vice chairman for Accredited Standards Committee Z21/83.

History

CSA TC – Mr. James Jones resigned as chair of the CSA TC. Mr. John Marshall (Enbridge Gas Distribution) graciously accepted the position of chair for the CSA TC; and Mr. Gordon Williams (SaskPower) accepted the vice-chair's position.

Minutes of the Chairman's Advisory Committee
of the Accredited Standards Committee Z21/83
14 April 2004

Z21/83 Committee – Mr. James Jones, representing the Canadian Gas Association on the Z21/83 Committee, resigned both his representation of CGA and office as vice chairperson of the Committee.

Under a January 22, 2004 letter, Mr. Callahan initiated the election process for the office of Vice Chairman. All members of the Z21/83 Committee were asked to consider submitting candidate names. The CAC, as the nominating committee, would recommend its candidate for Z21/83 Committee consideration at its April 15, 2004 meeting.

Action

Chairman Hosler informed the CAC that Mr. Charles Adams had nominated Mr. Paul Beach for the position of vice chairman and Mr. Beach had accepted the nomination. The CAC agreed that Mr. Beach would be a good choice; however, a concern was mentioned regarding his membership classification of manufacturer. To date no manufacturers had served as vice chairman or chairman. The CAC did not have any objections regarding his membership classification and agreed to endorse Mr. Beach as its nominee for vice chairman.

Item 4. Status of Z21/83 Committee Inc.

Action Requested

For information only.

Discussion

Chairman Hosler provided the CAC with background information regarding the Co-SDO status of the Z21/83 Committee with CSA America. It was stated that in 2003 the Z21/83 Committee agreed to co-fund the standards development program with CSA America. CSA America had offered to take over the program and fully fund it; however, the Z21/83 Committee did not accept the offer and instead agreed to provide half of the amount needed to operate the program.

During January 2004, the Z21/83 Committee Inc. began holding meetings to work through some of the funding issues. Chairman Hosler began the formation of a Board of Directors. He had originally looked for 5 members but once the American Gas Association dropped out he settled on having three members. The members of the Board of Directors are Jack Goldman (HPBA), Joe Mattingly (GAMA) and Daryl Hosler. With the help of Frank Stanonik the Board began working on the following items:

1. Bylaws;
2. Certificate of incorporation;
3. Co-Funding mechanism plan;
4. Billing and collection agency selection;
5. Banking agency identified;
6. Auditor located;
7. Insurance options;

Minutes of the Chairman's Advisory Committee
of the Accredited Standards Committee Z21/83
14 April 2004

8. Compensation for chairman; and
9. Letter for invoicing manufacturers.

Mr. Stanonik stated that testing agencies are cooperating by identifying manufacturers that are certified to any Z21 or Z83 standards. The manufacturers identified will be asked to support the standards process. It was reported that there are approximately 900 manufacturers, which results in about 1200 distinct listings. Manufacturing comprises an 8 billion dollar annual industry with five to six product types representing the value of the industry. A minimum contribution level will increase with the number of products produced by a manufacturer.

Chairman Hosler stated that a short fall in funding was the biggest problem for Z21/83 Committee Inc. CSA America was providing one-half of the funding; however, the manufacturing community was not providing its share. There again has been a short fall in 2003-2004. He stated that Z21/83 is committed to make this process work.

It was noted that CSA America would be monitoring this program closely. If there is no revenue coming in, CSA America would need to take some type of action. It was also stated that CSA America had not withdrawn its offer to fund the entire program.

Chairman Hosler asked those in attendance to encourage other manufacturers to send in their contributions.

Action

The CAC accepted this items as information.

Item 5. Program Work Plan and Funding

Action Requested

The CAC was provided the FY04/05 Work Plan and a report was given regarding funding of the Z21/83 Program.

History

In April 2000, the Z21/83 Committee and the Chairman's Advisory Committee began considering how to provide long term funding for the Z21/83 standards program. This activity resulted from a need to identify replacement funding to support the program in 2002 and beyond. This also resulted in the development of an annual work plan. The CAC was provided a copy of the 2004-2005 Work Plan for review.

The plan distinguished, by TAG areas of activity, projected work for each standard or new standard. Associated with each activity was the number of hours required to complete the work, and the total hours projected.

The Z21/83 Committee would be asked to accept the plan during its meeting April 15, 2004.

Minutes of the Chairman's Advisory Committee
of the Accredited Standards Committee Z21/83
14 April 2004

Funding

The CAC was informed that the Z21/83 program costs for FY 04/05 were projected to be approximately \$852,000. CSA America and the manufacturing community would share equally to fund these costs.

Funding organizations include the Gas Appliance Manufacturers Association (GAMA), the Association of Home Appliance Manufacturers (AHAM), National Propane Gas Association (NPGA), the North American Association of Food Equipment Manufacturers (NAFEM), Hearth, Patio & Barbeque Association (HPBA), and CSA America Inc.

A new funding scheme was developed. NPGA would continue its long-standing annual contribution. CSA America committed to provide funding for one-half of the program costs, and the manufacturers committed to provide one-half of the funding. A third-party collection agency would collect funds from manufacturers, which would then be paid to CSA America.

The primary certifying agencies, CSA International (CSAI), Underwriters Laboratories (UL) and Intertech Testing Services (ITS) were lending their support to the program through letters to their customers on the importance of the program and to encourage them to participate in funding the program. Certifiers also agreed to remain engaged during the fiscal year in an ongoing effort to encourage their customers' financial support.

If adequate funding was not realized, some consideration may be needed to adjust the plan.

Discussion

Mr. Callahan addressed the CAC. He stated that CSA America's fiscal year began April 1, 2004. The work plan provided a listing of the number of hours that were projected for TAG activity. Mr. Callahan also informed the CAC that the staff leads for all TAGs were shifted to CSA America; however, CSA would still be responsible for submitting proposals to the CSA Technical Committee and the IGAC.

A concern was raised regarding the number of hours projected in the work plan and the lack of hours included for research projects. It was noted that the plan does not make allowances for research projects, electronic balloting, or issues, and any additional TAG meeting beyond that projected. It was also noted that staff consulted each TAG chairman regarding the number of meeting's hours projected. A suggestion was made that the work plan be evaluated on a quarterly basis.

Action

The CAC accepted this item as information and recommended that a review of the work plan be conducted on a quarterly basis.

Minutes of the Chairman's Advisory Committee
of the Accredited Standards Committee Z21/83
14 April 2004

Item 6. Membership Category Review and Report (CSA TC and Z21/83)

Action Requested

The CAC was provided this item for information only.

History

The CAC received a current membership list for the CSA Technical Committee and the Z21/83 Committee.

The following were the new members of the CSA TC

John Krill, Union Energy, voting member (UI)
Ted Poulin, GSW, voting member (PI), replaced John Paisley
Ivo Svornic, BC, voting member (RA), replaced Susana Katz
Andy Gould, Union Energy, associate member
Susana Katz, associate member (moved from RA category)

The following were the new members of the Z21/83 Committee

Jeff Jacumin, Lowe's Companies, Inc. (GI)
Bert Kalisch, APGA (GI), replaced Robert Cave (retired)
Amy Beth Wagner Sherwin, A.G.A. (GS), replaced Robert Hauserman
Alex Spataru, The ADEPT Group, Inc. (I)

The following members resigned from the Z21/83 Committee

NIST, U.S. DoC (GI)
IAPHCC (GI)

The Canadian Gas Association has an appointment pending.

During the July 16, 2003 Z21/83 Committee Meeting, CSA America staff was asked to review the membership of the Committee, including classification, and present recommendations at the next meeting. At that time, questions were asked regarding some of the classifications as they may have a bearing on the balance of the Committee and compliance with ANSI's procedures which state that no more than one-third of the membership may represent one interest category. For the most part, in examining the member organizations relative to their categories, the category - organization relationship was clear. For examples, under "Gas Supplier" the organizations represented were natural gas or propane gas distributor interests; under "Government" the various government agencies were listed; under "Consumer or User" there was AAFCS; under "Research or Testing" there was UL; and under "Regulatory/Code Authority" there were IAPMO and ICC.

Attention was more focused on the "General Interest" category. Basically, the General Interest category would be for those organizations that would not fit into one of the other categories but whose perspectives bring value to the program. Here, again some of these interests were clear

Minutes of the Chairman's Advisory Committee
of the Accredited Standards Committee Z21/83
14 April 2004

and included, for example, NFPA and Lowe's. Other organizations' listings as general interest were not as clear and include ABMA, IHEA and NEMA.

The Committee agreed at its July 16, 2003 meeting that HPBA should be re-classified as a general interest and; therefore, was not addressed further.

Staff reviewed the ABMA, IHEA and NEMA websites. ABMA includes manufacturers, users and those that service the equipment. IHEA includes manufacturers of industrial heat processing equipment; and professional service members in the areas of engineering education, publications and research. NEMA's website indicates its structure to include product manufacturers from x-ray machines to motors, lamps, building wire, enclosures, batteries, residential controls, etc., with subdivisions that also include brand labeling. NEMA's general divisions include building equipment, diagnostic imaging, electronics, industrial automation, insulating materials, lighting systems, power equipment, and wire and cable. Mr. Callahan wrote each of the three organizations separately asking that they review the Z21/83 membership categories in relation to their organization. Each in turn responded stating that they felt they were properly categorized under the "General Interest" category.

The Z21/83 Committee had 37 voting members. Based on ANSI's Essential Requirements no interest category could have more than 12 members. The Z21/83 voting membership by category was:

Consumer/User - 1	Government Agency - 3
General Interest - 7	Individual - 2
Gas Supplier - 9	Regulatory/Code Authority - 2
Manufacturer - 12	Research and Testing - 1

The following were the Definitions of Membership Categories for the Z21/83 Committee.

Gas Supplier: this includes those who are predominantly involved in the distribution of natural gas and LP gases for the subject product(s).

Manufacturer: this category shall include those who are predominantly involved in production (i.e. producer) of the subject product(s) and component parts used on or with the subject product(s).

Consumer or User: this category shall include those who are not involved in any way in the production and/or distribution of the subject product(s), and who are predominantly representing consumer interests or end users of the subject product(s).

General Interest: This category shall include those who are predominantly not a producer or distributor of the products or components, and are not a consumer or user representing consumer interests. This category also may include equipment installers or service contractors predominantly involved in the distribution and installation of the subject products.

Regulatory/Code Authority: this includes those who are predominantly involved in regulating the use of the subject product(s).

Minutes of the Chairman's Advisory Committee
of the Accredited Standards Committee Z21/83
14 April 2004

Individual: this includes those who have demonstrated technical or scientific knowledge on the subject products (i.e., independent expert) or in the field of standards development, but who are not associated with production, distribution, direct use, or regulation of the subject product(s), materials or services.

Research or Testing: this includes organizations that are independent of the other categories, and provide either technical research in the area(s) of the subject products covered by the standards, or the testing of the subject products to the standards.

Government Agency: this includes Federal, state or municipal agencies of the government having a direct or material interest in the scope of the work of the standards' program.

Discussion

Concerns were expressed regarding ABMA, IHEA and NEMA membership categories. It was stated that two of the organizations have manufacturer in its name. A motion was made and seconded to contact each organization and ask them to provide a break down of the number of members and a listing of how they were categorized as well as the percentage of producers verses distributors.

It was stated that if a manufacturer was a member of NEMA, that does not mean that they manufactured gas products and were affected by the Z21/83 standards. So the organizations would also need to state what product(s) the manufacturer produced.

Some segments of NEMA would be interested in the Z21/83 standards but would not be affected by them. ABMA members would be boiler manufacturers but very few would be affected by the Z21.13 boiler standard.

It was then stated that if Z21/83 were to make this more difficult for these associations, they may resign from the Z21/83 Committee all together; therefore, it would be in the best interest of the Z21/83 Committee and CAC to make this process as easy as possible.

Chairman Hosler stated that if the motion to survey these organizations were to pass then there would need to be an Ad Hoc Working Group developed to talk to and provide questions to these organizations.

Action

The motion was revised to develop a set of more specific questions to ask these organizations so they can evaluate their organization category accurately. Once again ask these organizations to provide information remaining "general interest's" or changing their category to "manufacturer." The motion was seconded and passed. Mr. Bruce Sweicicki, Norm Mattson, Ted Lemoff and Allen Callahan will draft the letter. They will also define a category to include distributors.

Minutes of the Chairman's Advisory Committee
of the Accredited Standards Committee Z21/83
14 April 2004

Item 7. Z21/83 – CSA America Procedures Overview and Discussion

Action Requested

The CAC received this item for information only.

History

Approximately two years ago, the American National Standards Institute (ANSI) took action to clarify the ANSI Procedures for the development of American National Standards, stating that the Committee and the Secretariat were jointly accredited under the ANSI procedures. For the Z21/83 program, this meant that the Committee (Z21/83) and CSA America, Inc. were jointly accredited by ANSI. The program was a shared responsibility.

This co-SDO relationship received considerable attention, building an understanding, examining draft agreements between CSA America and the Committee, incorporating the Committee, and revising the operating procedures.

By letter ballot dated February 16, 2004, the Z21/83 Committee considered the revised procedures. The revised procedures recognize the co-SDO and at the same time maintain the integrity of the Z21/83 process for writing standards.

The Committee would retain full oversight of the technical content of the standards with no change in Committee membership categories and voting procedures. It would still establish the Technical Advisory Groups (TAG), their membership and make their assignments. The TAGs would operate as they have to consider issues and proposals, draft standards coverage for review and comment and for submittal to the Z21/83 Committee. Records management and records/process administration was unchanged.

Co-SDOs were represented to have responsibility in the business of operating the program through an Advisory Council (AC) to be established by the co-SDO's. The membership matrix described under 3.1 of the procedures retained a strong participant influence without influencing the standards writing responsibilities of the Z21/83 Committee. The AC would have the final decision on taking on a brand new standard's project or the withdrawal of an existing standard. The AC would be responsible for finding the funding needed for new projects. The Z21/83 chair would serve as the first chair of the AC.

Other changes included:

1. The Chairman's Advisory Committee (CAC), which has provided an advisory role to the chair and the Committee on non-technical issues, does not continue under these new procedures. The Committee will, or can, continue to have this support in the form of the Z21/83 Committee, Inc. and the Advisory Council.
2. TAG membership categories are deleted. This is not required under ANSI procedures and, as noted in the ballot, it has been impossible to retain category balance at the TAG level. The balanced decision on approving standards takes place at the Z21/83 Committee and ANSI levels.

Minutes of the Chairman's Advisory Committee
of the Accredited Standards Committee Z21/83
14 April 2004

3. Voting by the TAGs requires two-thirds vote for sending proposals either for review and comment or to the Committee for approval. The four-fifths rule for submitting proposals to the Committee was deleted. There is no proposed change in voting at the Committee level.
4. The detailed month-to-month schedule for election of Committee officers is deleted as unnecessary. All other processes for nominations have been retained. The terms of offices remain three years.
5. The Ethics Policy has been changed so that it applies to the Committee membership as well as the TAG membership. The concepts of the policy are unchanged.
6. "Disposition of Negative Votes" have changed to coincide with changes in ANSI's procedures.
7. The "Appeals" procedures are changed to delete the "basic" process. The "formal" procedure is retained. This change reflects that in actuality it became necessary to apply many of the formal criteria to ensure that the appeal was properly handled.
8. Definitions have been added for the Z21/83 Committee membership categories.

The February 16, 2004 Z21/83 Committee letter ballot to approve the proposed procedures resulted in 8 disapproving votes. The existing Z21/83 Committee procedures required approval by two-thirds of those voting and a majority of the membership voting. The Z21/83 Committee had 37 voting members. Thirty votes were received on the letter ballot with 21 approve, 8 disapprove with comments and 1 abstention. While that vote would meet the Committee's criteria for approval, the Committee's procedures also require that an attempt be made to resolve disapproving votes. Any outstanding, unresolved disapproving votes, and the reasons therefore, were presented to the Committee for reconsideration.

Disapproving votes were received from the following members:

Charles Adams	Norman Mattson
Paul Beach	James Mullen
Daniel Canclini	Gary Potter
David Christensen	Terrance Slaby

A teleconference meeting was held on March 31, 2003. Several of the disapproving voters, Mr. Grieco and Mr. Callahan with CSA America, and Mr. Stanonik with GAMA, participated. The disapproving votes cast on the ballot focused, essentially, on the need to further clarify the roles of the Advisory Council and the Z21/83 Committee. General concerns raised were that the Advisory Council should be responsible for the business aspects of the program and the Z21/83 Committee should be responsible for the standards development aspects. The procedures were modified reflecting an agreement of those participating in the teleconference as resolving the disapproving votes on the ballot.

Minutes of the Chairman's Advisory Committee
of the Accredited Standards Committee Z21/83
14 April 2004

Discussion

The CAC reviewed the revised procedures. Chairman Hosler asked if the CAC would endorse the procedures.

It was suggested that the term "Advisory Council" be changed to "Business Council" or "Governance Council." Looking through the Definitions it was noted that there was no category for distributors. These were considered issues to be looked at in the future. It was noted that the Advisory Council can propose changes to the procedures and can recommend a chairman. Therefore, there should be a representative from each category classification as a member of the Advisory Council. Chairman Hosler clarified that to be a member of the Advisory Council you did not have to be a member of the Z21/83 Committee.

It was asked if a member of the Z21/83 Committee had a valid idea to change the procedures, would they have to go to the Advisory Council? It was stated that changes to the procedures can be presented to the Z21/83 Committee and forwarded to the Advisory Council. So a member of the Z21/83 Committee can propose a change and it will be given to the Advisory Council.

Another concern was expressed regarding the nomination of a chairman for the Z21/83 Committee. Chairman Hosler stated that the nomination of a chairman would be handled the way it was today. It was noted that nominations were given to the CAC for endorsement before the Z21/83 Committee approved a chairman.

A concern was raised regarding how the members of the Advisory Council would be chosen and who would vote to approve them. Chairman Hosler stated that at this time volunteers were being asked to serve and that Chairman Hosler (the chairman of the Z21/83 Committee) and Mr. Spence Grieco, (Vice President Standards, CSA America) would review and approve the members. Chairman Hosler stated that the Advisory Council procedure for membership would need to be clarified further in the future.

At this time a motion was made and seconded to endorse the procedures as written.

Concerns were then expressed regarding Appendix A, Definitions of Membership Categories for the Z21/83 Committee. A motion was made to revise "Regulatory/Code Authority" as follows, "Regulatory/Code Authority: this includes those who are involved in the enforcement of codes and laws regulating the use and installation of the subject product(s), predominantly involved in regulating the use of the subject product(s)."

A subsidiary motion was then made to change the definition of "General Interest" as follows, "General Interest: This category shall include those who have an interest in the Committee's subject products but who are not included in any of the other defined categories. The category includes equipment installers or service contractors, are predominantly not a producer or distributor of the products or components, and are not a consumer or user representing consumer interests. This category also may include equipment installers or service contractors predominantly involved in the distribution and installation of the subject products."

Minutes of the Chairman's Advisory Committee
of the Accredited Standards Committee Z21/83
14 April 2004

Action

The motion was approved to revise the Regulatory/Code Authority and General Interest definitions as stated above. The procedures were endorsed including the changes and will be presented to the Z21/83 Committee at its April 15 meeting.

Item 8. Processing Negative Votes

Action Requested

The CAC was asked to consider a request from Mr. Ted Lemoff (NFPA) to revise the Z21/83 Committee and CSA America Inc. Procedures regarding the processing of negative votes.

History

Mr. Callahan (CSA America Inc.) received the following letter by facsimile dated February 18, 2004, from Mr. Lemoff.

Dear Al,

I believe that a change to the Z21/83 committee regulations regarding processing of negative votes is in order, and I request that the following be place on the agenda of the upcoming Z21/83 Chairman's Advisory Committee and Main Committee meetings in April.

I request that the regulations be revised to deal with proposed revisions to standards or new standards with negative votes from Z21/83 committee members. I recommend that if one or more negative votes is received that the ballot be tabled until the next full Z21/83 committee meeting for discussion by the full Z21/83 Committee.

I believe that this is necessary due to the change of the subcommittees to task groups, which are not balloted. The Z21/83 committee is the balanced technical committee and that a higher level of involvement is needed by the committee. I am concerned that the issues raised are complex and technical, and that while your staff and the task groups do a good job in correspondence to convey explanations, we need more. We (the Z21/83 committee) must be aware of controversial issues and come to decisions, not merely refer open items back for consideration for the next edition.

I recognized that there may be occasions where this could lead to an extended wait before the next committee meeting, and I would expect that a committee meeting conference call could deal with these situations.

Please remember that we are an Accredited Standards Committee, not a Canvass committee.

Very truly yours,

Theodore Lemoff, Principal Gases Engineer, NFPA

Minutes of the Chairman's Advisory Committee
of the Accredited Standards Committee Z21/83
14 April 2004

Discussion

Mr. Lemoff addressed the CAC. He stated that the TAGs were not balanced and the Z21/83 Committee had not been involved in many of the technical issues. Therefore, he believed that the Z21/83 Committee should be able to discuss negative votes to get a better understanding about why the vote was negative or why the coverage was proposed as shown.

Chairman Hosler stated that he was concerned with the way Mr. Lemoff's proposal was written; that it might slow the process down. He did agree that there was value to Mr. Lemoff's concerns and possible revisions could be looked into.

Another Committee member stated that there have been negative votes cast that were worthy of consideration by the whole Committee. To make a more informed vote, it may have been beneficial to hear additional information about the negative.

Mr. Lemoff emphasized that there were TAGs in place to address the technical issues; however, he noted that the Z21/83 Committee was the final approving body. The Committee was ultimately responsible for what was included in the standard.

Chairman Hosler stated that his concern regarded someone using a negative vote to manipulate the system. If one negative vote were cast, under Mr. Lemoff's proposal would then need to be returned to the Z21/83 Committee for clarification and discussion this could hold up the revisions for a year.

It was then suggested that if a minimum of 20 percent of the vote were received as negative then the item would be placed on the Z21/83 meeting agenda. It was also suggested that a reply option on the re-ballot be to hold the item until the next Z21/83 meeting.

Chairman Hosler was concerned that a change like this would cause a revision to the procedures. Mr. Lemoff emphasized that the Z21/83 Committee needs to address more technical issues. The CAC was reminded that under the new procedures the Z21/83 Committee would be addressing more technical issues.

Action

The CAC accepted this item as information.

Item 9. Z21/83 Awards Program

Action Requested

The CAC was provided a list of those Z21/83 Committee and TAG members who have served on the Committee or a TAG for five years or more.

Minutes of the Chairman's Advisory Committee
of the Accredited Standards Committee Z21/83
14 April 2004

History

The Z21/83 program includes an awards program to recognize Committee and TAG members who demonstrate active participation in the program. The following was this year's list of those members being honored. Congratulations were extended to each of the awardees.

Name	Committee	Year Started	5 Yr. Plaque	10 Yr. Award	15 Yr. Pin	20 Yr. Pin	25 Yr. Pin
Sohail Basheer A.O. Smith Water Products	Boilers	1998	2004				
Zenon Fraczkowski Technical Standards & Safety Authority	Heavy Duty Heaters	1998	2004				
Eric Willms Superior Radiant Products Ltd.	Infrared Heaters	1998	2004				
Jim Hickson Lennox Industries Inc.	Furnaces	1993		2004			
Bill Loftus Asco Valve Canada	Automatic Gas Controls	1993		2004			
Lawrence Luckenbill Cash Acme	Relief Valves	1993		2004			
Robert Moore Neo Valves Inc.	Manual Valves	1993		2004			
Richard Willey The Coleman Company	Construction Heaters	1993		2004			
Charles Adams A.O. Smith Water Products	Z21/83, Furnaces and Outdoor Cooking	1988			2004		
Dan Christenson John Zinc Co. LLC	Z21/83	1988			2004		
Raymond H. Gregg Cash Acme	Water Heaters	1988			2004		
Steve Richardson Ferguson, Andors & Company	Vented & Unvented Heaters	1988			2004		
R. Michael Martin California Energy Commission	Water Heaters	1983				2004	
Terrance Slaby Beckett Gas Inc.	Z21/83, Conversion Burners	1983				2004	

Minutes of the Chairman's Advisory Committee
of the Accredited Standards Committee Z21/83
14 April 2004

Item 10. Time and Place of Next Meeting

Action Requested

The CAC was asked to endorse the next meeting dates and location.

History

The CSA Technical Committee (CSA TC) and the Z21/83 Committee plan to meet jointly during April each year. The CSA TC and Z21/83 can hold separate meetings for a half-day each prior to the joint meeting.

In accordance with the above information the next meetings of the CSA TC and Z21/83 are tentatively scheduled for:

<u>CSA TC Meeting</u>	<u>Z21/83 Meeting</u>	<u>Joint Z21/83-CSA TC Meeting</u>
Wednesday, AM April 20, 2005	Wednesday, PM April 20, 2005	Thursday, 8:30-5:00 April 21, 2005

Discussion

The CAC was informed that if the procedures were approved, the CAC would be dissolved and there would be no more CAC meetings. Mr. Glenn Tubrett proposed that the next joint meetings would be held in Victoria, British Columbia, Canada.

There being no other business before the CAC at this time, the chairman thanked the members, staff and guests for their cooperation in making the meeting a success. The meeting was adjourned at 5:00 p.m. Central Standard Time.

Cathy L. Rake
Project Manager

Allen J. Callahan
Manager