1. Introductions

<table>
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<tr>
<th>Voting Members Present</th>
<th>Voting Members Absent</th>
<th>Additional Attendance</th>
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<tr>
<td>Josiah Wiley</td>
<td>Alfred Webb</td>
<td>Igor Maevski</td>
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<td>John Klotte</td>
<td>Bill Webb</td>
<td>Andre Calado</td>
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<td>Yuan Li</td>
<td>George Hadjisophocleous</td>
<td>Dimitry Kogan</td>
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<td>Matthew Davy</td>
<td>Yoon Ko</td>
<td>Cheng (Kevin) Chang</td>
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<td>Stephen Carey</td>
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<td>Julian Rochester</td>
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<td>Tim Orris</td>
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<td>Brian Poe</td>
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<td>Larry Felker</td>
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<td>Jacob Cunningham</td>
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<td>Jerry Kettler</td>
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<td>Theodore Zinn</td>
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<td>Gus Faris</td>
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<td>Collin Olson</td>
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<td>Chris Van Rite</td>
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<td>Micah Dawson</td>
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2. Identification of Voting Members

Voting members are as follows: Josiah Wiley, Bill Webb, George Hadjisophocleous, Stephen Carey, Matthew Davy, Yuan Li, Yoon Ko, Alfred Webb & John Klote.

3. Chairman’s remarks

ASHRAE Section-head 5, Larry Smith reported that TAC is looking at reorganizing the structure of the of the TC’s and reducing them to 30 total groups. Larry also informed the committee about the Challenge 2020 initiative for Section 5 and how to donate to the Herman Behls endowment fund.

4. Approval of Minutes from June 2018 (Houston)

MOTION TC 5.6-2019

Moved by: John Klote
Seconded: Valentina Nedelcu

Move that the minutes from the previous meeting held on June 25, 2018 be approved.

Motion Carried

5. Subcommittee Reports:

- Research – Paul Turnbull

  Paul reported that the research request for the smoke control in long atria (1644) will be posted on the ASHRAE website in mid-March. A subcommittee consisting of John Klote, Paul Turnbull and Peter McDonnell will review the submittals.

- Program – Valentia Nedelcu

  No programs were scheduled for the Atlanta Meeting.
Future Conferences Timelines

A. Announcements/Communications: CEC information for Technical Committees.

- Kansas City Annual Conference, June 2019:
  http://www.ashrae.org/kansascity

**Deadlines**
Friday, February 8, 2019 - Program (Seminar, Forum, Workshop, Debate and Panel) Proposals Due
Friday, February 8, 2019 - Revised Conference Papers/Final Technical Papers Due
Tuesday, February 19, 2019 - Conference and Technical Paper Final Accept/Reject Notifications
March 7, 2019 -- Extended abstracts final accept/reject notifications

- Orlando Winter Conference, Feb 2020
**Deadlines:**
Monday, March 18, 2019: Conference Paper Abstracts, Technical Papers and Paper Session Requests Due
Monday, April 22, 2019: Conference Paper Abstract Accept/Reject Notifications
Monday, June 17, 2019: Website Opens for Seminar, Workshop, Forum, Debate, and Panel Proposals
Monday, July 8, 2019: Final Conference Papers Due - Submitted for Review (Includes Bio, Learning Objectives and Methods of Assessment); Request for Conference Paper Sessions Due
Friday, July 26, 2019: Conference Paper Accept/Revise/Reject Notifications
Friday, August 9, 2019: Revised Conference Papers/Final Technical Papers Due
Friday, August 26, 2019: Conference and Technical Paper Final Accept/Reject Notifications
Friday, October 4, 2019: Seminar, Workshop, Forum, Debate, and Panel Accept/Reject Notifications

During the Section 5 Chair Breakfast meeting, the Orlando Technical Program Tracks were announced. The scope of track 7 was discussed.

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<tr>
<th>Year</th>
<th>Winter</th>
<th>Annual</th>
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<tr>
<td>2019</td>
<td>Jan 12-16 – Atlanta, GA</td>
<td>Jun 22-26 – Kansas City, MO</td>
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<td>2020</td>
<td>Feb. 1–5 – Orlando, FL</td>
<td>June 27–July 1 – Austin, TX</td>
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<td>2021</td>
<td>Jan 23-27 – Chicago, IL</td>
<td>June 26-30 - Phoenix, AZ</td>
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**Track 7. Ventilation, IAQ and Air Distribution Systems:** This track solicits submissions pertaining to the design, operation and study of ventilation and air distribution systems in residential and commercial buildings. The intersection of these systems with respect to indoor air quality and health effects are also of significant interest for this track.
**Track Chair:** Robert Cox
B. Review and update proposed programs for future conferences.
During the Meeting each of the proposed programs and topics was reviewed.

Other future proposed Programs.
On our list of future proposed programs, we have:

- **Kansas City**
  We have no proposed Programs
- **Orlando**
  We are projecting a Conference Program. Peter McDonnell will Chair the session.
  Proposed papers toward the program at this time are:
  - Smoke Control in buildings using Occupant Evacuation Elevator- Matt Davy
  - Remote Damper Testing. Larry Felker
- **Other Conferences**
  During the meeting a Back to Basics Seminar Program was proposed.
  “Getting started at Atrium Smoke Control Design”.
  Chair: Paul Turnbull
  John Klote and Larry Felker possible presenters.

Two of the programs we had on our list for a while were proposed to be removed because of lack of speakers or other impediments. If no objections will be voice at the general meeting they will be removed from our list.

- **(Conference)- Smoke Control in Secure Facilities.**
  Collaboration with TC 9.4 Justice Facilities. Peter McDonnell is the liaison with TC 9.4
  Peter has submitted the abstracts and they have been accepted for a conference format.
  No scheduled to a conference yet.
- **(Conference/Seminar)- Smoke Control Technologies.**
  Focus will be on various case studies and designs implemented in other parts of the globe.

Other future program topics.
On our ongoing list of proposed topics for future programs we have 2 proposals:

- How the location of the elevated elevator cars in the building influences pressure distribution and how it affects the smoke control. Proposed by William Black. We will retire the topic from our list.
- Green Building Technology- Fire Safety concerns/issues with Solar Panels. Proposed by Leon Wang. We will contact Leon to confirm his interest in maintaining the topic on our list.
- Balcony Spill Plumes- Proposed by John Klote. John has proposed to retire the proposal as is not relevant any longer.

C. New topics.
New topics were introduced during the meeting.
  Methods of testing leakage in shafts. Stairs shafts to be an initial focus. Proposed by Gary Nelson, Energy Conservatory.
• **Handbook – John Klote**

   The revised chapter will be coming out this year.

• **Standards – Liaison needed**

   There was no report.

• **TC 5.6 Web Site – Tim Orris**

   The website has been updated with this meeting agenda and the minutes from the recent meeting held in Houston.

• **Smoke Management Software – Bill Webb / John Klote**

   There have not been any new problems reported with the software. A new package of smoke control tools is under development by John Klote.

• **Handbook of Smoke Control Engineering – John Klote**

   An agreement has been reached with ASHRAE and we have received the chapters in Word format. The target for the first draft for editing is 2020.

D. **ASHRAE Guideline 1.5-2012**

   This has been reissued and can be removed from future meeting agendas.

E. **Inter-Society Liaison Reports:**

   • **CIBSE (Chartered Institute of Building Services Engineers) – Liaison needed**

      There was no report.

   • **NFPA 80 & 105 (Standard for Fire Doors and Fire Windows) – Liaison needed**

      There was no report.

   • **NFPA 90A (Air Conditioning and Ventilating Systems) – Jim Buckley**

      There was no report.

   • **NFPA 92 (Smoke Management) – Paul Turnbull**

      NFPA is proposing several dates for a face-to-face meeting in the April-May timeframe.
• UL and AMCA – Stephen Carey, Tim Orris

AMCA has submitted an article on remote inspection of life-safety dampers to Snips magazine. The Society of Fire Protection Engineers has requested a revised version of the article on fire, smoke, and combination fire/smoke dampers that appeared in the Summer 2018 issue of Life Safety Digest for publication in its digital magazine, FPE Extra. AMCA is partnering with SMACNA to host an Air System Engineering and Technology Conference on March 25-26, 2019. The conference will feature two tracks. Track one is titled Air Systems and Products and track two is titled Ducted Air Systems Design and Construction. Bill Koffel will be presenting a session on fire-sprinkler trade-offs and Kent Maune will be presenting a session on the remote, automated testing of life-safety dampers.

The following articles and white papers were published by AMCA in 2018:


• **Fire, Smoke, and Combination Fire/Smoke Dampers** by the AMCA Fire and Smoke Damper Task Force, *Life Safety Digest*, Summer 2018, [https://www.fcia.org/documents/SUMMER_LIFESD_ONLINE.pdf](https://www.fcia.org/documents/SUMMER_LIFESD_ONLINE.pdf)


  Nothing to report on UL.

• SFPE – Matt Davy

  There was no report.

• SMACNA – Delaine Deer

  There was no report.

F. **Old Business**

  There was no report.

G. **New Business**

  The restructuring of the ASHRAE Technical Committees was discussed among the attendees. The concern over diluting the committees may result in a reduction of research attendance and life safety issues was talked about. The group was reminded to complete the comment forms that were distributed and submit them to the ASHRAE management.

**MOTION TC 5.6-2019**

*Moved by: John Klote*

*Seconded: Valentina Nedelcu*

Move that the Chair send out a draft of the comment form and send it out to the voting members for their comments.

*Motion Carried Unanimously with Wiley, Carey, Davey, Li and Klote voting*

H. **Adjournment**

  The meeting was adjourned at 5:53 p.m.