



## AGENDA Consensus Group Meeting

### Meeting Logistics:

Zoom Meeting: Link provided in calendar invitation

Date / Time: February 12, 2023, 8:30a -3:00p PST

### Preparation / To Dos:

Review Meeting Agenda and DRAFT minutes

Review Comments ACCT\_03-202X DRAFT STANDARDS

### **MEMBERS ROSTER (checked boxes represent members in attendance):**

- |   |   |
|---|---|
| <input checked="" type="checkbox"/> John Lazarus, Vendor (Chair)    | <input checked="" type="checkbox"/> Lynda Kelly, User         |
| <input checked="" type="checkbox"/> Pete Sawyer Vendor (Vice-Chair) | <input checked="" type="checkbox"/> Mitchell McWilliams, User |
| <input checked="" type="checkbox"/> Keith Jacobs, Vendor            | <input type="checkbox"/> Vacant - General                     |
| <input checked="" type="checkbox"/> Etienne Leblanc, Vendor         | <input type="checkbox"/> Jennifer Murphy, General             |
| <input type="checkbox"/> Rob Manson - Vendor                        | <input type="checkbox"/> Curtis Britcher, General             |
| <input type="checkbox"/> Paul Chapman, User                         | <input type="checkbox"/> Mike Lane, General                   |
| <input type="checkbox"/> Shawn Moriarty, User                       | <input checked="" type="checkbox"/> Sean Fisher, General      |
| <input checked="" type="checkbox"/> Loui McCurley, User             |   |

### **Support Staff and Scheduled Guest:**

- John Voegtlin Secretary to the Consensus Group
- Connor James Board of Directors Liaison
- Michelle Hepler TIRE Chair
- Rich Klajnscek TIRE Member
- Kathy Haras TIRE Member
- John Winter TIRE Member
- Korey Hampton BOD / Secretariat Member
- Billy Simpson BOD / Secretariat Member
- Erik Marter BOD / Secretariat Member
- Jason Ong BOD / Secretariat Member
- Bill Zimmermann Executive Director

### **Scheduled Observers:**

*Before we begin, I would like to welcome our observers. They have, each, confirmed that they have read and understand and will comply with the ACCT Code of Conduct for such observers. By way of reminder, we ask this of our observers:*

- 1) *Unless prior arrangements have been made, observers will listen only and must not create or allow any distractions or interruptions of the meeting, including comments to the Members or otherwise, and background or other noises through their telephones or computers. We request they turn their telephones/computers to "mute" if they are able to do so.*
- 2) *Voice recordings of the actual proceeding are not allowed.*
- 3) *An observer who wishes to comment on the proceedings after the meeting may do so by completing the Observer Form on the ACCT Website or by contacting the Secretary to the Consensus Group at [John@ACCTinfo.org](mailto:John@ACCTinfo.org) or 303.827.2432.*

*Thank you in advance for your cooperation.*

Meeting Called to Order: 9am Pacific  
 Quorum Present: Y

1. Review and Approve Agenda of today's meeting

*Some meeting preamble from the Chair and members about the forum-nature of this meeting & the process moving forward for the comment period that just ended / crafting responses.*

Motion: To accept the Agenda as presented.  
 MADE by: Keith Jacobs 2nd: Loui McCurley

Discussion:  
 Meeting Management Tasks: Chat Time Management Screen Share: Pete Sawyer  
 Opposed: Abstain:

2. Approval of Minutes

Motion: To accept the 12-07-2022 minutes as presented.  
 MADE by: Keith Jacobs 2nd: Lynda Kelly

Discussion:  
 Opposed: Abstain:

3. Administrative Update:

- a. Communications from ANSI: *see audit report below*

4. Secretariat update:

- a. Audit update - Bill Z update.
  - *Audit timeline for submission, summary of audit, and reception of full audit report.*
  - *Asked for an extension on audit response timeline due to conference timing*
  - *Revision of our Procedures should be finished and submitted on the same timeline if possible*
    - *recommendations will be added to current work done by task force working on procedures revisions*

5. New communication about standards has been received through Standards Management email.
  - a. Comments from the Open Comment period to be discussed below.
6. Membership:
  - Welcome Jennifer Murphy to the CG.
  - Review and accept/reject all submitted applications for open positions on the CG.
    - Julianna Marganian - ~~General Interest~~ *User*
    - Andrew Bogue - ~~General Interest~~ *Vendor*
    - Christopher Oliver - General Interest
  - Discuss next steps/applicants for filling the open position in the General Category.

Motion: Accept all Applications  
MADE by: Keith Jacobs 2nd: Loui McCurley

Discussion:  
Opposed: Abstain:

Motion: Open a Ballot to vote on addition of Christopher Oliver to the Consensus Group  
in the General Interest Category  
MADE by: Loui McCurley 2nd: Keith Jacobs

Discussion:  
Opposed: Abstain:

### **OLD BUSINESS**

7. Member Education: Postponed until review of the proposed standards from the public are completed.
8. Review and Revision of the Accredited Procedures Task Force: (Members: Keith J, Mike L, Loui M, Curtis B, Mitch M, Sean F.).

*Chair expresses desire to call this group's task finished and move on to the next phase, which includes audit recommendations*

*Task force representative would like more complete approval of current work done before calling it complete and also expresses a desire / concern to get it reviewed by the consensus group before the Annual Compliance form deadline*

- a. Update on progress and schedule for the first draft to present to the Members.

*review of interest category definitions and refinements - 5 categories: two better defined sections of vendor into Vendor & Equipment and Component Manufacturer; a better definition of User, renamed Operators, and Standards/Regulatory Organizations and Agencies, along with a rewritten General Interest category which serves the same function (not the other categories)*

***Suggestion from visitor to use Operation in the place of Program for industry consistency***

*discussion about recategorization of current members and the restructure that may be needed.*

*Balance definition remains the same (no more than one third) but increased interest category number makes balance easier to mathematically maintain.*

*New section "Alternates" explained.*

*Request for clarification on succession as **a part** or **not a part** of the Alternate position and the application and reconfirmation of those alternates.*

*Quorum: clarified*

*Other revisions needed: "**Committee**" is something else.*

- b. Prepping for compliance with the Essential Requirements for 2023 due in March 2023.

*should have new revision that includes audit recommendations by next meeting*

## **NEW BUSINESS**

9. 2022-09-16 ACCT\_03-202X\_Standards Draft public comments.

- a. Review and discuss the responses from the Public comment period.

*Overarching feelings and paths were discussed, including a reversion all the way back to this PINS, whether it needs to be withdrawn, and the process started again versus rewriting sections and revising the current draft based on the specific technical comments.*

*Group members expressed that **concurrent** work on evaluating procedural comments **and** work on potential revisions due to technical comments could be done in small teams and assignments.*

*Long discussion about draft submittals and the flow of that information. Who is submitting and at the direction of whom? What is proper?*

- Look at the overview of the categories and industry responses from the comment period.
- Review the categories and organization of the comments.

*Suggestion was made to part out Procedural, and sort everything else by Chapter and Section, because a potential necessary revision is a necessary revision, whether it's editorial, technical or otherwise.*

- Review the 2023-01-28 ALL 03-202X Public Comments with document and discuss the scope of the content and develop strategies for responding for each category.

- Procedural
- Editorial
- General
- Technical

*Guest Kathy Haras suggests 7 categories for working groups:*

- 1) *Operations and Training (Chapter 2 and 3) - 137 comments*
- 2) *DPI Section (Chapter 1) A, B, C, G - 147 comments*
- 3) *Ground Anchors (Chapter 1) D - 157 comments*
- 4) *Operating Systems (Chapter 1) E - 281 comments \**
- 5) *Life Safety Systems (Chapter 1) F - 100 comments \**
- 6) *Zip Line Brakes (Chapter 1) I - 549 comments*
- 7) *Equipment (Chapter 1) J - 150 comments \**

- Discuss the process for reviewing the submitted comments
  - Divide the categories

*\* proposition of combination of Section E, F, and J into one working group*

- Assign CG member Liaison to committees.

*Keith Jacobs volunteers for Sections A, B, C, & G*

*Lynda Kelly volunteers for Chapter 2 & 3*

*Mitchell McWilliams volunteers for Sections E, F, & J*

*Etienne volunteers for Section D*

*Mike Lane is volunteered for Section I*

*Procedural comments to John L, Pete, Loui, Sean*

*Spreadsheets with extra columns will be prepared.*

- Discuss the Meeting Schedule for submitting to the CG .

*continue First Wednesdays of the month; also proposed: every two weeks, Longer meetings once a month, Different day of the week*

*Decision: Current meeting schedule through April with a re-evaluation in March*

- Admin to draft formatted response letters to send to commenters.

10. Agenda Items for next meeting:

1. Review revised Accredited Procedures for Admin.

11. Acceptable talking points.

### **NEXT MEETING**

1. Next scheduled meeting: February 22, 2023, 12:00pm to 2:00 Mountain

<b>ACTION ITEMS</b>		
<b>Who</b>	<b>What</b>	<b>When</b>
<i>John V</i>	<i>Review current file structure for efficiency and complexity and present findings at next meeting (Catalog)</i>	<i>Ongoing</i>
<i>Bill Z</i>	<i>Revised Draft of the ACP from Bill Z</i>	<i>2/22/23</i>
<i>CG</i>	<i>Reallocation of the members in our interest Categories</i>	<i>5/1/23 Ish</i>
<i>John V</i>	<i>Prepare Spreadsheets with comments from proposed working groups</i>	<i>ASAP</i>
<i>John V</i>	<i>Prepare Ballot for Christopher Oliver</i>	<i>ASAP</i>

Motion: To Adjourn.  
MADE by:

Meeting Adjourned: 2pm Pacific