

# Board of Directors Annual Meeting #1 Minutes

**Thursday • November 19, 2009 • 3:00 PM - 5:00 PM**  
**Hyatt Regency San Antonio on the Riverwalk**

## **Welcome/Introductions - International President – Richard J. Prospal**

Meeting convened at 3:00pm November 19<sup>th</sup>, 2009

Board members in attendance: Don Kool, Don Summers, Ed Lyczko, Jim Bickford, John Flader, John Jordan, Joe Fugelo, Kevin Fennell, Rich Prospal, Dick Morin, Bob Tesar (by conference phone), Ron Murray, Sean Cleary, Don Reichartz, staff member Ken Van Wagnen (minutes).

1. Approval of the Agenda  
Motion by Morin to approve – 2<sup>nd</sup> by Tesar – passed unanimously
2. Approval of the July 25, 2009, 3<sup>rd</sup> Quarter Board of Directors Meeting Minutes  
Motion by Fugelo – 2<sup>nd</sup> by Summers – passed unanimously
3. Al Cohen Memorial Presidents' Liaison Conference Report (appendix A) – by Susan Lisowski  
Motion by Fugelo to approve report – 2<sup>nd</sup> by Morin – passed unanimously
- 3.5 Manufacturers Advisory Committee Report – by Joe Fugelo, Chairman  
Requested Board of Directors review the policy regarding Working Groups and to encourage participation by other groups such as code officials and regulatory bodies.  
Recommended to the Board to move forward with electronic meeting and voting with online collaboration tools.  
Recommended to Board to review the current activity in the green area to establish a position on the minimal backflow protection necessary when using water reuse systems.  
Recommended to Board that ASSE consider have meetings at hotels that are little less expensive.  
  
Motion by Jordan to approve report – 2<sup>nd</sup> by Tesar – passed unanimously
4. Product Standards Committee Report (appendix B) – by Edward Lyczko, PSC Chairman  
Motion by Cleary to approve report – 2<sup>nd</sup> by Flader – passed unanimously
5. Seal Control Board Report (appendix C) – by Jim Finley, Chairman  
Motion by Bickford to approve report – 2<sup>nd</sup> by Cleary – passed unanimously
6. Cross Connection Control Technical Committee Report (appendix D) – by Sean Cleary, Chairman  
Motion by Fugelo to approve report – 2<sup>nd</sup> by Flader – passed unanimously
7. Scholarship Committee Report – by Richard Prospal Chairman  
Awarding 17 scholarships for 2009 / over \$19,000 for awards  
Prospal requests Board to increase percentage of membership dues contribution from 2% to 5% (new business)  
Motion by Cleary to approve report – 2<sup>nd</sup> by Morin – passed unanimously

8. Budget and Finance Report – by John Flader, Treasurer
  - a. Investment Plan - discussion
  - b. Trustee Accounts – RE Fund; Legionnaires Fund  
Motion by Murray to accept financial report – 2<sup>nd</sup> by Summers – passed unanimously
  - a2. Discussion to payoff mortgages  
Motion by Cleary to payoff both mortgages using cash in savings account - 2<sup>nd</sup> by Reichartz – passed unanimously  
Motion by Jordon to establish a line of credit of \$100,000. Accessed by majority vote of finance committee with notification to board of directors – 2<sup>nd</sup> by Fugelo – passed unanimously  
Motion by Cleary to authorize finance committee to make investment decisions for the RE Fund, Massachusetts fund, General Investment Fund and the Legionnaires Fund with approval of the Trustees of these funds - 2<sup>nd</sup> by Tesar – passed unanimously
  
9. Association Updates – by Rich Prospal
  - a. ABPA – meeting tonight to discuss ABPA Colorado chapter issue
  - b. CSA/ASME/ASSE Harmonization – documents in the process of signatures – Done.
  - c. World Plumbing Council – verbal report by Prospal
  
10. Organizational Policies Manual published in 2009 Annual Meeting Program book.  
Direction to reaffirm or revise organizational policies each year at the Mid-year meeting.
  
11. Old Business
  - a. Strategic Plan (tabled by Prospal)
  - b. Cleary seeks board approval to send staff engineer to attend backflow tester & repair certification class.  
Motion by Cleary to authorize funds for above travel expenses in 2010 budget – 2<sup>nd</sup> by Fugelo – passed unanimously.
  
12. New Business
  - a. ASSE Logo (continue at annual board #2 meeting)

5:04pm - Motion to adjourn by Murray – 2<sup>nd</sup> by Summers – unanimous

# Appendix A

## President's Liaison Meeting Minutes – Thursday, November 19, 2009

Meeting started at 8:31 AM. Pat Sugrue elected to chair meeting.

Meeting Attendees: Esteban Cabello, Michigan Chapter, Kevin Fennell, Florida Chapter, Ron Copenhagen, Ron Murray and Donald Kool, Pacific N.W. Chapter, Steve Silber, California Chapter, Jerry McManus, New Orleans Chapter, Dom Agostino, New York Chapter, Steve Hrabal and Craig Berendzen Texas Chapter, John Jordan, Texas Gulf Coast Chapter, Don Summers, Missouri Chapter, Don Reichartz, Wisconsin Chapter, Dick Morin, Robert Farrell, Ray Ehrlich, John Flader and Susan Lisowski, Illinois Chapter, Ken Kerr and Pat Sugrue, Northern Ohio Chapter.

Pat Sugrue stated the agenda of this meeting are the following: Each chapter will give a review of yearly activities, recommendations to the board, ideas to use the funds of \$14,000 in the Legionnaires Fund and \$43,000 R&D Fund, how chapter development money can be used with the help from ASSE Board contributions, new chapter started in Nevada and chapter nominations.

Susan Lisowski, Illinois Chapter, read review of chapter activities as printed in 2009 reports, page 27.

Don Reichartz, Wisconsin Chapter, stated a 1% increase in membership, they had 1 meeting which was the installation dinner and he feels the Wisconsin Chapter could do a better job.

Don Summers, Missouri Chapter, stated they have 50 members. They have an award for the top apprentice and is presented at an annual dinner. They have monthly dinner meetings and education seminars with 15 to 20 people attending. They no longer have golf outings or picnics as it is hard to get rep participation. They mail and e-mail their newsletters. Pat Sugrue reminded everyone that their chapter newsletter can be posted on the national website and vendors can have the ability to advertise nationally. He also suggested chapters partnering with ASPE to increase attendance.

John Jordan, Texas Gulf Chapter, stated they have quarterly meetings at the local union hall. They teach backflow and medical gas at the chapter. They have an apprentice contest with winner being awarded at their annual banquet.

Craig Berenden, Texas Chapter, stated they have quarterly meetings at a local general contractor's office. He feels that we need to show a benefit for being an ASSE member if we want to get more new members on board. He also felt that we need to get our members involved on local boards including the Plumbing advisory boards and meetings at union halls.

# Appendix B

Product Standards Committee Report – Ed Lyczko  
November 23, 2009

Meeting called to order 8:34 AM Wednesday, November 18, 2009

There were 11 PSC members in attendance.

There were 9 guests.

Rich Prospal reported that the harmonizing efforts of ASSE, CSA, and ASME are complete – a contract has been signed. The first standard to be harmonized will be 1016. This harmonized standard is well on its way to completion. The technical content among the three will be identical. Ron George, Seal Control Board Liaison reported that the Seal Control Board is very busy. He mentioned that there is still a problem with manufacturers claiming that their products “meet ASSE standards requirements” without going through the official ASSE seals process and not attaining the official ASSE seal. Rand Ackroyd gave his code update. He reported that the “I” codes recently adopted Standard 1049 but rejected 1072. Steve Hazard reviewed the Standards Update Chart. He discussed how to access the chart on the website and also how press releases are used to form working groups. Steve also mentioned that he will be submitting a few more standards to ANSI for their approval. Ron George gave the nomenclature update. He discussed the gathering of new terms dealing with green technology and new changes in the plumbing industry to be included in a new version of ASSE’s plumbing dictionary that will be published in 1-2 years. Dr Su recommended that, to greatly aid manufacturers and testing agencies, the ASSE should support having one low lead standard throughout the United States. Naderi made a motion to recommend that the Board of Directors issue a policy statement saying that ASSE supports one national standard defining low lead content. Motioned passed unanimously. Steve Hazzard reported that a manufacturer requested variance and receive a seal without complying with all the requirements of 1070. It was decided that this cannot be allowed and that the manufacturer will have to modify the product to comply. Naderi questioned what the process is for deciding persuasive and non-persuasive comments. He was informed that this process is described in detail in the ASSE Standards Developing Procedures. However it was decided that in certain critical situations a conference call would be used with the entire committee to decide. A manufacturer requested a new standard for a sewer relief device. Ackroyd made a motion to inform the manufacturer that this type device does not fall under ASSE’s scope and that ASSE recommends that the manufacturer contact ASME. Motion passed unanimously. There was a discussion concerning working group activities and guaranteeing that one manufacturer receives only one vote. It was decided that a line be added to the working group application to include the manufacturer that, if the person is a consultant, the requester will represent and who will finance attendance. If the requester is a code official, the official will be asked who is financing attendance activity. Also discussed was development of a “code of ethics” concerning working group activity. Under Old Business was a discussion about a possible discrepancy regarding the critical height of 1056 spill resistant vacuum breakers in certain codes. Upon further review it was decided that this was not a problem. There was no New Business. Meeting adjourned at 11:20 AM.

# Appendix C

***American Society of Sanitary Engineering***  
**2009 Seal Control Board Annual Meeting Minutes**  
**Hyatt Regency San Antonio • November 17, 2009**  
**1:00 pm – 5:00 pm**

Meeting began at 1:00 pm

**1. Welcome/Introductions**

Members present: William Chapin, James Finley, Ron George, Steve Hazzard, William Hall, Scott Hamilton, John Jordan, Joseph Kajak, Matt King, Bob Tesar was present via teleconference

Guests present: Sean Cleary, IAPMO; John Bertrand, Moen Inc.; John Jordan, HAPJAC; John F. Higdon, Apollo Valves/Conbraco Industries; Terry Burger, CSA International; Tim Kilbane, Symmons Industries, Inc.; Rand Ackroyd, Rich Prospal, ASSE International President, Lynn Finley

Secretariat: Kimberly Haffey, ASSE Product Listing Coordinator

**2. Approval of the Agenda**

(Motion #1)

Motion by Hamilton to approve the agenda Second by King. Motion approved unanimously.

**3. Approval of the April 16, 2009 Meeting Minutes**

(Motion #2)

Motion to accept minutes as written by Kajak. Second by George. Motion approved unanimously.

**4. Standards Committee Liaison Report – R. George**

There is nothing to report at this time.

**5. Backflow Prevention Training – Sean Cleary**

Training performed by Sean Cleary of IAPMO regarding backflow prevention.

**6. One Year Field Test**

(Motion #3)

Motion by Chapin to remove requirement that tester be a certified instructor. Second by Hamilton.

Pool of testers would increase if this requirement was removed.

Motion approved unanimously.

Criteria for certification for testers – which organization?

(Motion #4)

Motion by King to amend “applicants must be a certified tester and repairer through ASSE”.  
Second by Kajak.

Amendment by King: Only testers whose certification meets the minimum requirements of ASSE 5110 and 5130 can qualify to perform the ASSE One Year Field Test. Amendment approved by Kajak. Motion passed unanimously.

*Action Item #1:* Letter to other organizations: (names of contacts to be provided by Sean Cleary, press release sent out, and ad in Drinking Water magazine.

*Action Item #2:* Add insurance requirements to application for field tester application form. Remove test kit information from field tester application form.

(Motion #5)

Motion by Chapin to establish a Tester Applicant Review Committee, including the staff engineer and representatives from other nationally recognized agencies. Second by Hamilton. Motion approved unanimously.

*Action Item #3:* Contact other organizations to be part of this committee

DCDA/RPDA field tests acceptable for DC & RP devices – J. Higdon  
It will be at the discretion of the Staff Engineer.

**7. Alternative criteria for accepting new laboratories**

No change will be made in procedures. Criteria currently set in procedures is acceptable. ASSE conducts the audits to ensure the equipment for testing to the ASSE Standards is available at the laboratory and keeps certification process uniformed.

*Action Item #4:* Contact who submitted agenda item of the Seal Control Board’s decision.

**8. Additional Certification Program**

(Motion #6)

Motion by King not to start this program because ASSE is not a code body but is a standards writing organization. Second by Hamilton. Motion by King withdrawn. Second is withdrawn.

(Motion #7)

Motion by Chapin to forward the request to the Board of Directors. Second by Jordan. Motion passed unanimously.

**9. Transferring listings from another certification body**

Task group to be formed to draft purposed language change for procedures. Task group consists of Chapin, Hazzard, and Ackroyd. (*Action Item #5*)

Cleary: Please include rationale for changes in draft procedures when balloting Board of Directors.

**10. Training to NSF 61**

Training was performed by Dr. Su of Stevens Institute to NSF 61 testing requirements.

**11. Recommendation for Chairperson & Vice- Chairperson**

(Motion #8)

Motion by Hall to have Finley remain as chairperson and George as Vice-Chairperson. Second by Chapin. Motion passed unanimously.

**12. Old Business**

Review of action items from April 16, 2009 was made by Kim Haffey.

Low lead certification program

(Motion #9)

Motion by Hamilton to recommend to the Board of Directors to create a certification program for lead content and use test report as drafted and reviewed for the lead content. Second by George. Motion accepted unanimously.

(Motion #10)

Motion by Hamilton to recommend to the Board recommendation fee modification fee to existing listing or an additional \$250 to an application fee. Second by George. Motion passed unanimously.

**13. New Business**

Seal Control Board extended thanks to Apollo Valves/Conbraco Industries for promoting one year field test program.

*Action Item #6:* Include binder in booth information.

(Motion #11)

Motion by Chapin to adjourn and Second by King. Motion passed unanimously.

Meeting adjourned at 4:00 pm.

# Appendix D

## American Society of Sanitary Engineering **Cross Connection Control Technical Committee**

Hyatt Regency on the Riverwalk, San Antonio, TX  
Wednesday, November 18, 2009

### **Item #1 – Welcome and Introductions**

The meeting was called to order by Sean Cleary, Chairman, at 8:30 AM. Introductions were made.

Members present: Sean Cleary, IAPMO, ASSE Regional Director, Chair; Stu Asay, IAPMO/DW&BP; James Bickford, City of Pompano Beach, FL; Paul Bladdick, The LPB Co. Inc.; Bernie Clarke, Clarke Sales; Joseph Kajak, Palm Beach County, FL; William Keene, PIPE U, Local #630; Kenneth Kerr, ABPA; Matthew King III, Northeastern Pennsylvania Chapter ASSE; Kenneth Schneider, Sprinkler Fitters Local 268 JATC; Donald Summers, Plumbers & Pipefitters Local 562; Ralph Yanora, PA Water Specialties Company; Marianne Waickman, ASSE Professional Qualifications Coordinator.

Guests present: Michael Ahlee, Ahlee Backflow; Craig Berendzen, Dallas Local 100 JAC; Kevin Fennell, Florida Chapter; Steve Hrabal, Dallas Local 100 JAC; Donald Kool, Pacific Northwest Chapter; Ron Murray, UA Local 290; Rita Neiderheiser, UA Local 669; Steve Silber, UA Local 342 JATC

### **Item #2 – Adoption of the Meeting Agenda**

(Motion #1)

Motion by Bladdick to accept the agenda as written. Motion was seconded by Keene and passed unanimously.

### **Item #3 – Approval of the April 17, 2009 Meeting Minutes**

(Motion #2)

Motion by Keene to accept the minutes. Motion was seconded by Summers and passed unanimously.

### **Item #4 – Update on the Cross Connection Program**

Waickman thanked the Committee and the Series 5000 Working Group for completing the Series 5000 and credited them with getting it done within the time frame that had been established. The Standard was approved by both the Board and ANSI by June 30<sup>th</sup>. The certifications to the 2 new Standards in the series will begin on 1/1/2010.

In the period 9/1/2008 – 9/1/2009 3167 people were certified or recertified. This is an increase of 350 certifications over the same period the previous year. Approximately 450 ASSE CC Certification classes were held.

The on-line testing program is getting closer to being ready use. A request will be sent to all of the schools asking they notify us as to if they will be using the on-line option. ASSE has been using WebEx conferencing. This can be a very workable option for this Committee to use especially with question review. Getting exams out to the schools is the first priority, followed by informing the schools of the scores. The issuing of the certificates and cards is a lower priority and there is some delay in getting these out.

(Motion #3)

Motion by Bladdick to accept the report by Waickman. Motion was seconded by King and passed unanimously.

#### **Item #5 – Anti-trust Statement**

Waickman read the anti-trust statement as requested by the ASSE Board of Directors.

#### **Item #6 – 1056 (SRVB) requirement**

Asay brought up the question of assuring that the schools, instructors and proctors are prepared to teach and test to the procedures for the spill-resistant vacuum breaker as will be required as of 1/1/2010.

(Motion #4)

Motion by Asay to prepare a white paper to be sent to all of the schools, instructors and proctors. The paper will include details on the 1056 Standard, test procedures, trouble shooting guide, and a reminder that as of 1/1/2010 all students taking the full tester class must test the SRVB. Motion was seconded by Bladdick and passed unanimously. The paper will be sent to the Committee for review before it is mailed to the schools. It will also be put on the website and perhaps put into the magazine. The paper is to be completed by Asay by not later than 12/15/2009.

Asay brought up the fact the 1056 Standard and the codes may be in conflict. This issue will be resolved by the Standards Committee.

#### **Item #7 – 5140 Certification**

Both Schneider and Koenig prepared written exam questions for this certification. There was discussion about the equipment requirements for a school offering the 5140 certification. At a minimum a school would need to have the 1047 and 1048 assemblies as well as an alarm panel, 2 tamper switches, a flow switch and audio visuals that demonstrate forward flow. A conference was set up to review minimum equipment requirements and other 5140 requirements with the sub-committee working on this certification.

#### **Item #8 – 5150 Certification**

Yanora presented information on the 5150 certification.

(Motion #5)

Motion by Yanora to allow any school that is accredited for the ASSE Cross-Connection Control program to offer the 5150, Backflow Prevention Program Administrator, course. Motion was seconded by Bickford and passed unanimously.

(Motion #6)

Motion by Yanora to require that instructors of the 5150, Backflow Prevention Program Administrator, course have both a current backflow tester certification and a current Cross-Connection Control Survey certification. They must also be an approved ASSE instructor. Motion was seconded by Kajak and passed unanimously.

(Motion #7)

Motion by Keene to approve the course outline for the 5150, Backflow Prevention Program Administrator, course as amended. Motion was seconded by Asay and passed unanimously.

(Motion #8)

Motion by Keene to approve the Instructional Objectives Checklist for the 5150, Backflow Prevention Program Administrator, course as amended. Motion was seconded by Summers and passed unanimously.

Asay suggested that ASSE develop a book with information that could be helpful to students taking the 5140 class. This could be done in a format similar to the Cross-Connection Control Protection Devices book.

### **Item # 9 Guidelines changes**

Summers and King presented a draft of the proposed changes to the Guidelines for the Cross-connection Control Certification program. The Committee reviewed the document and made suggested changes. Cleary asked that the Committee keep the draft and review it in more detail and send any suggestions of changes to Waickman.

### **Item #10 – Proctor Guide**

This item was tabled until after the Committee makes final decisions concerning the 5140 and 5150 practical exams and after the on-line exams are tested further.

The meeting then went into executive session.

### **Item #11 – Survey virtual exam**

Asay presented a sample of potential test questions for the survey virtual exam. The Committee approved most of the questions and they will be added to the exam

### **Item #12 – Review of Test Questions**

The committee returned from executive session and the following motions were made:

(Motion #9)

Motion by Kajak to accept the changes and additions to the test questions bank. Motion was seconded by Bladdick and passed unanimously.

### **Item #13 – Old Business**

On-line testing was discussed. Each committee member had previously been sent a sample on-line test. For the most part, the test went smoothly. Schneider and Summers agreed to have their schools be the first to use the on-line testing option. They will report back to the Committee with their comments. The schools will be asked to let Waickman know if they plan on using the on-line option.

#### **Item #14 – New Business**

Rita Neiderheiser was conditionally appointed to this Committee by Ron Murray, incoming ASSE President.

Bladdick presented an issue concerning inconsistencies in the way that the terms “backflow preventers”, “devices” and “assemblies” are used. The suggestion was made that the CCCT Committee should recommend changes to the Standards Committee concerning the names of Standards and the terms used within the Standard. Cleary stated that this is also a problem in the *Plumbing Dictionary*. King agreed to chair a subcommittee consisting of Bickford, Bladdick and Kerr to look at both the Standards and the dictionary for poor definitions, inconsistent terms and incorrect titles. A request was made that all abbreviations be written out in full.

Asay and Yanora will have a conference with Waickman and Cleary to review the questions for the 5150 (Backflow Prevention Program Administrator) certification.

(Motion #9)

Motion by Keene to adjourn. Motion was seconded by Summers and passed unanimously. Meeting adjourned at approximately 5:10 PM.