



**CEESP Goal 1: WHPA Compliance Online Permitting Working Group  
Teleconference Summary Notes  
Monday, December 19, 2016  
Scheduled for 9:00am – 10:00am PST**

**Call to Order**

Committee Co-Chair Allison Paul (CHF) called the meeting to order at 9:03 a.m. PST. The meeting was recorded.

**Roll Call**

WHPA Staff (Wendy Worrell) conducted roll call based on the current WHPA Online Permitting Working Group roster. As no voting panel has been assigned in favor of consensus voting, members are organized by voting eligibility status. The meeting was attended by 10 participants (or proxies) as clarified in the following table. There was a quorum (7+) of eligible voting members.

Organization	First Name	Last Name	WHPA Category	Attendance
<b>Voting Eligible</b>				
ACCA (Air Conditioning Contractors of America)	Todd	Washam	Contractor Association	A
CALBO (California Building Officials)	Mark	Meyers	Codes & Standards Official (Association or Jurisdiction)	A (Co-Chair)
CalCERTS, Inc.	Charlie	Bachand	Certifying Body	A
CalCERTS, Inc. (standing Proxy)	Susan	Davison	Certifying Body	A
CHEERS	Bob	Johnson	Certifying Body	A
CHF-CIRB (California Homebuilding Foundation, Construction Industry Research Board)	Allison	Paul	Research Organization	P (Co-Chair)
Conserva Alliance	Alex	Trochez	Other Stakeholder	A
DNV GL – Energy	Amber	Watkins	Energy Efficiency Program Consultant	P (last 12 min)
Duct Testers	Dave	Hegarty	Other Stakeholder	A
Enalaysys	Eric	Taylor	Third Party Quality Assurance Providers	P
Enalaysys (standing Proxy)	Michael	Thompson	Third Party Quality Assurance Providers	A
EnerGtech Experts	Brent	Locke	Other Stakeholder	P
The Energy CA, LLC	Eric	Beriault	Third Party Quality Assurance Providers	P
Energy Cloud Inc.	John	Carrieri	Other Stakeholder	A
IHACI (Institute of Heating and Air Conditioning Industries)	Bob	Wiseman	Contractor Association	P
Indio Cooling & Heating Supply	Tim	Mann	Distributor	P
PG&E (Pacific Gas and Electric Company)	Jill	Marver	California IOU	P
SCE (Southern California Edison)	Gary	Shushnar	California IOU	A
<b>Not Voting Eligible</b>				
CEC (California Energy Commission)	Thomas	Trimberger+	Government (Other than CPUC)	A
iPermit ERaters**	Ian	Jacoby+	Third Party Quality Assurance Providers	A
USERA	Don	Charles+	Third Party Quality Assurance Providers	P
<b>Guests</b>				
CALBO (California Building Officials)	Bob	Barks	Codes & Standards Official (Association or Jurisdiction)	A (Compliance Chair)
CBIA (California Building Industry Association)**	Bob	Raymer+	Codes & Standard Official (Association or Jurisdiction)	A
Selby Energy Inc	Brian	Selby	Educator, Trainer	A
<b>WHPA Staff</b>				
CLEAResult	Paul	Kyllo	Other Stakeholder	A
Empowered Solutions	Shea	Dibble	Energy Efficiency Program Consultant	A
InfoPlast	Wendy	Worrell	Other Stakeholder	P (Host/Scribe)
Opinion Dynamics	Ellen	Steiner	Other Stakeholder	A

\*\* Organization is Not a Member of the WHPA; + Individual is NOT Registered with the WHPA; (P) = Member Organization is Pending Approval from the WHPA Executive Committee.

**AGENDA**

The following agenda was distributed to the Working Group by WHPA Staff prior to the meeting.

**AGENDA ITEMS**

- 1) **Roll Call** – WHPA Staff (Wendy Worrell) – 5 min
- 2) **Co-Chair Replacement Need** – Co-Chairs – 5 min
- 3) **Survey Process Update** – Co-Chairs - 40 min
  - a) [Jurisdictional Survey](#) Incorporation into SurveyMonkey
  - b) Jurisdictional Pilot Status



**CEESP Goal 1: WHPA Compliance Online Permitting Working Group  
Teleconference Summary Notes  
Monday, December 19, 2016  
Scheduled for 9:00am – 10:00am PST**

- c) Contractor Survey Distribution
  - i) By Phone or Email?
  - ii) Bias if not CSLB C-20 List?
- d) REMINDER: Survey Distribution Lists Due to WHPA Staff ([wendy@performancealliance.org](mailto:wendy@performancealliance.org)) by January 9<sup>th</sup>
- e) Survey Analysis Timeline Discussion
- 4) **Best Practices Research** – Co-Chairs – 5 min
  - a) Volunteer Call for Best Practices Research on [California Solar Permitting Guidebook](#)
- 5) **Meeting Next Steps Overview** – Co-Chairs - 5 min
  - a) Next Meeting: **Monday, January 9<sup>th</sup>, 2016** from **9:00am – 10:00am PST**
  - b) Next Agenda (To Be Determined)
- 6) **Adjournment** by 10:00am PST – Co-Chairs

**PRIOR MEETING NOTES**

**ACTION:** WHPA Staff to post the final version of the December 5, 2016 meeting notes, reflective of any received edits.

**Co-Chair Replacement Need**

Co-Chair Allison Paul (CHF) reported that Mark Meyers (CALBO) will need to step down as Co-Chair due to work restrictions, but that Compliance Committee Chair Bob Barks (CALBO) is in active communications with potential replacement Co-Chair candidates.

**SURVEY PROCESS UPDATE**

Co-Chair Allison Paul (CHF) facilitated an update overview of the survey process for the contractor and jurisdictional concentrations.

JURISDICTIONAL SURVEY

Co-Chair Allison Paul (CHF) reported that the jurisdictional survey has been translated into SurveyMonkey format for online completion via email link.

**ACTION:** WHPA Staff to assist Allison Paul (CHF) with jurisdictional survey pilot testing by year end if possible. (IN PROCESS) Allison Paul to provide WHPA Staff with jurisdictional testing contact information. (DONE)

Jill Marver (PG&E) confirmed that she forwarded the list of jurisdictional contacts from CEC for jurisdictional surveying.

**ACTION:** WHPA Staff to review the received list of CEC jurisdictional contacts.

CONTRACTOR SURVEY

WHPA Staff reported that there was a concern raised about bias by using only CHEERS' and IHACI's lists since they would be contractors more actively involved in the industry and not the broader spectrum of contractors. Meeting participants were asked to discuss thoughts about conducting the contractor survey by phone or email.

- Bob Wiseman (IHACI) agreed that the IHACI list would be too selective and that the CSLB C-20 list should be used for surveying.
- Tim Mann (Indio Cooling & Heating Supply) suggested that the CHEERS and IHACI lists "may be enough" but agreed that the CSLB's C-20 list should be used.
- Brent Locke (EnerGtech Experts) is in favor of phone surveying through Opinion Dynamics under WHPA Staff (Ellen Steiner) leadership.

**ACTION:** WHPA Staff to determine how many C20 Contractors are on the CSLB list.

**DECISION:** There was consensus agreement to use the CSLB C-20 list with phone surveying for the contractor survey.

DISTRIBUTION LIST DEADLINE

Co-Chair Allison Paul (CHF) reported that because of the dynamic nature of changes, particularly going into the new year, her jurisdictional contact list will be provided as close as possible to the January 9<sup>th</sup> deadline.



**CEESP Goal 1: WHPA Compliance Online Permitting Working Group  
Teleconference Summary Notes  
Monday, December 19, 2016  
Scheduled for 9:00am – 10:00am PST**

**ACTION:** WHPA Staff to cross-reference received lists prior to survey distribution.

**TIMELINE**

The Working Group concluded that further input was needed for reasonable survey turnaround and analysis timelines.

Amber Watkins (DNV GL-Energy) commented that she typically sends survey reminders within 3 days and then sends 2 additional reminders. If it takes too long, the survey is likely to lose traction and interest.

**ACTION:** WHPA Staff to submit a recommended timeline for the jurisdictional and contractor survey turnarounds and analysis periods. (NOTE: Prior meeting discussion was for a 10 day return request with at least 2 follow-up communications.)

**BEST PRACTICES RESEARCH**

Co-Chair Allison Paul (CHF) reported that there is a call for a volunteer to review the [California Solar Permitting Guidebook](#) to evaluate parallels for use in the HVAC industry.

WHPA Staff reported that the referenced California Solar Permitting Guidebook was a foundational resource for the Working Group’s Online Permitting Roadmap and for recommendations made to CEC in the EBEE-Action Plan 2016 Update. The established online permitting process for the California solar industry has been suggested as a model for the HVAC industry to follow. The OPWG is tasked with determining what from the California Solar Permitting Guidebook would be most transferrable to development of an HVAC online permitting system. The volunteer call is for review of the document and summarization of the parts that are most applicable as one source of best practices research. The evaluation could be done by a subgroup of Working Group participants outside of regular Working Group meetings or the full Working Group could take it section by section.

WHPA Staff reminded that the California Solar Permitting Guidebook is one of multiple review resources to be included in the best practices memo, which is due by end of Q1, 2017.

**ACTION:** Eric Beriault (The EnerGuy) and Eric Taylor (Enalasy) volunteered as tentative leads for review of the California Solar Permitting Guide. Brent Locke (EnerGtech) may also be able to assist with part of the review.

**MEETING NEXT STEPS OVERVIEW**

The next Online Permitting Working Group meeting is planned for January 9, 2017 from 9:00am – 10:00am PST. Once it has been determined, the agenda will be distributed prior to the meeting.

There was consensus agreement to continue meeting on Mondays at 9am Pacific Time based on the 2016 pattern.

**CLOSING COMMENTS/ADJOURNMENT**

Co-Chair Allison Paul (CHF) adjourned the meeting at 9:39am PST. a.m. PST.

\* \* \* \* \*

**SUMMARY OF ACTION ITEMS AND KEY DECISIONS (from above)**

**DECISIONS**

1. **DECISION:** There was consensus agreement to use the CSLB C-20 list with phone surveying for the contractor survey.

**ACTION ITEMS**

1. **ACTION:** WHPA Staff to post the final version of the December 5, 2016 meeting notes, reflective of any received edits.
2. **ACTION:** WHPA Staff to assist Allison Paul (CHF) with jurisdictional survey pilot testing by year end if possible. (IN PROCESS) Allison Paul to provide WHPA Staff with jurisdictional testing contact information. (DONE)
3. **ACTION:** WHPA Staff to review the received list of CEC jurisdictional contacts. (DONE)
4. **ACTION:** WHPA Staff to determine how many C20 Contractors are on the CSLB list. (DONE)



**CEESP Goal 1: WHPA Compliance Online Permitting Working Group  
Teleconference Summary Notes  
Monday, December 19, 2016  
Scheduled for 9:00am – 10:00am PST**

5. **ACTION:** WHPA Staff to cross-reference received lists prior to survey distribution.
6. **ACTION:** WHPA Staff to submit a recommended timeline for the jurisdictional and contractor survey turnarounds and analysis periods. (NOTE: Prior meeting discussion was for a 10 day return request with at least 2 follow-up communications.)
7. **ACTION:** Eric Beriault (The EnerGuy) and Eric Taylor (Enalaysys) volunteered as tentative leads for review of the California Solar Permitting Guide. Brent Locke (EnerGtech) may also be able to assist with part of the review.

ACTION ITEMS (continued from prior meetings)

1. **ACTION:** Alex Trochez (Conserva Alliance) to provide a side by side view of CF1R, CF2R, and CF3R requirements for comparison.