

CABA Intelligent & Integrated Buildings Council (IIBC)

Draft Meeting Minutes
Friday, November 4, 2011
Conference Call
2 – 3:30 PM ET

Present:

Elizabeth (Liz) Jacobs (IIBC Chair) – Siemens Industry, Inc.

Jeff Hamilton (IIBC Vice-Chair) – Ingersoll Rand / Trane

Scot Adams – Cadillac Fairview Corporation

Ron Bernstein – Echelon Corporation

Rochelle Burt – LIGHTFAIR International

Joe Custer – Daintree Networks

Greg Dobbs – GridSTAR Center

Gina Elliott – Smart Buildings

Ken Gallinger – CABA

Joe Gillespie – ARC Advisory Group

John Hall – CABA

Fahmi Jabri – Siemens Industry, Inc.

Jacob Jackson, Assurity Design Group

David Katz – Sustainable Resources Management Inc.

Harry Kohal – Eagle Technology

Scott McBrayne - Cadillac Fairview Corporation

Satyen Mukherjee – Philips (CABA Chairman of the Board)

Stephen Nardi – RealView, LLC

Maurice Okawaki – Frost & Sullivan

Darlene Pope – CoR Advisors

Rod Reese – Diebold, Incorporated

Harshad Shah – Eagle Technology

Alok Singh – Southern California Edison Company

Jim Sinopoli – Smart Buildings

Jiri Skopek – Jones Lang LaSalle

Joshua Slobin – Daintree Networks

Arno Spelt – Priva Building Intelligence

Jeremy Towler – BSRIA Limited

Ken Wacks – Ken Wacks Associates

Ronald Zimmer – CABA

1. Welcome and Opening Comments

CABA President & CEO, Ron Zimmer, welcomed everyone and indicated that Roy Kolasa recently received a promotion and would no longer be the primary Honeywell contact to CABA. He would also be stepping down as the CABA IIBC Chairman after many great years of service. It is expected that Brian Casey, VP/GM Honeywell Security Group, would become the new Honeywell International representative on the CABA Board of Directors. A decision would be made in the near future as to the Honeywell representatives that should be involved with the CABA IIBC. Everyone identified himself or herself on a roll call and the past IIBC minutes were discussed:

MOTION: Moved by: Jeff Hamilton; Seconded by: Liz Jacobs

“That the July 6, 2011 IIBC minutes be approved.”

CARRIED

Ron also indicated that prior to Roy’s departure the IIBC Executive Committee met and discussed the need to select a new IIBC Chairman. Liz Jacobs, from Siemens Industry, Inc., volunteered to take on this position.

MOTION: Moved by: Scot Adams; Seconded by: Alok Singh

“That Elizabeth Jacobs, from Siemens Industry, Inc., be appointed as the new Chair of the IIBC.”

CARRIED

Congratulations were extended to Elizabeth and she took over the Chair’s responsibilities.

2. IIBC Research Report

2.1 Smart Grid’s Impact on Intelligent Buildings

John Hall, CABA Research Director, indicated that this CABA Landmark Research project is progressing smoothly. There are 26 participating organizations and Jeremy Towler, from BSRIA, along with Ken Wacks, Project Manager, and John provided an update on the project. Darlene Pope, from CoR Advisors, also provided insight into the assistance that they have provided in getting “end-users” to participate in this important research project. John thanked all contributors to this important research and also recognized Alok Singh, from Southern California Edison (SCE), for undertaking additional research specifically covering the CA market related to this research. This SCE research will be made available to the Steering Committee members, when it is completed. The final Research presentation will be a “face2face” meeting at ASHRAE/AHR Expo on Monday, Jan. 23, 2012. Steering Cttee members will also be able to participate by webinar.

2.2 CABA Landmark Research 2012

Based on industry feedback and a recent IIBC survey, John Hall presented the top two (2) prospective research project concepts. After a good discussion, there was consensus and the next CABA IIBC Landmark Research project was selected. The timelines for the project have also been projected. Finally, it was agreed that the research firm that will be involved in this forthcoming project will be selected, through a RFP process, by the Project Steering Committee. The project outline and timelines are:

- **A Strategic View of bridging the gap between building owners, contractors, and building operators in a competitive bid-spec market** - There is a misalignment of incentives for building owners, contractors, and building operators. This is impacting the adoption rate of intelligent control systems that reduce energy consumption long term, but have higher initial costs. A building owner has incentive to construct a building/facility at the lowest cost possible and price is often the most important factor influencing the decision of which vendor the building owner selects to build the facility. Therefore contractors aim to provide the lowest possible bid in attempt to win the job. Often this leads to intelligent control systems being compromised - or excluded from the project altogether - though these systems will lower the overall life-cycle costs of the facility and isn't in the best interest of the building occupants. Given this background, a pragmatic examination of the critical factors could be indentified to determine:
 - How can this disconnect be eliminated?
 - How to get building owners and building-users on the same page?

Suggested Research Development and Selection Process:

1. Decision on which research project to pursue – **Nov. 4, 2011**
2. Full development of the research prospectus, with the input of the IIBC Executive, other IIBC members and industry experts - **Nov. 25, 2011**
3. Marketing webinar, with IIBC members, and other industry experts to discuss the value of the research, discuss process and provide feedback – **Dec. 9, 2011**
4. The formation of a Project Steering Committee to develop the RFP, based on adherence to developed research objectives, methodology, added-value, cost, timing, etc. – **Dec. 12, 2011 to Jan. 25, 2012**
5. Finalization of the Project RFP - **Feb. 15, 2012**

3. CoR Advisors / CABA Webcast

Darlene Pope and John Hall gave an update on a special webinar that was planned for November 9, 2011. The focus will be to share research highlights from two (2) previous CABA Landmark Research projects: “Intelligent Buildings Market Sizing for North America” and “Intelligent Buildings Roadmap 2011”. Jeremy Towler, from BSRIA, and Konkana Khaund, from Frost & Sullivan, would be presenting the research. (Note: the webinar had over 450 people registered and the recorded version can still be accessed at <http://coradvisors.net/webcast>)

4. Review of IIBC Activities.

Elizabeth Jacobs indicated that this agenda item was established to allow IIBC members the opportunity to discuss the focus of the Council and ensure that the right projects were being discussed and selected. There was general consensus that the completion of IIBC research was very important. There was also agreement that the role of the IIBC was to keep CABA members informed on new information and opportunities. It was agreed that the IIBC should focus on two – three specific projects each year to ensure that these get the appropriate focus and resources. There were several very positive suggestions for future activities:

- Outreach / Education of end-users with respect to intelligent buildings.
- Creation of “Best-Practices” documents for the industry.
- Completion of the CABA Intelligent Buildings Life-Cycle Costs Analysis Tool.

It was suggested that white papers and webinars would be good methods of achieving the first two (2) suggested projects and objectives. Ron also suggested that there may be an opportunity to apply for funding through the Greater Philadelphia Innovation Cluster (GPIC) for the Intelligent Buildings Life-Cycle Cost Analysis Tool. CABA and RS Means partially completed the tool several years ago, but enough funding was not available to complete the project. Ron also suggested that John Hall was compiling the results of the recent IIBC survey and any new projects that are identified would be brought to the attention of the IIBC.

5. Update Reports

5.1 Building Intelligence Quotient (BiQ) Tool.

Chris Larry sent his regrets and requested that David Katz, Jiri Skopek and Ron provide an update on the BiQ Tool. David, Jiri and Ron were pleased to announce that a draft Agreement was being finalized, which would see Jones Lang LaSalle (JLL) become the new owner of the BiQ Tool. It is planned that JLL and would continue to work closely with CABA. All that remained was for all signatures to be gathered to finalize the new Agreement. The BiQ Advisory Board is expected to be reconvened, once the Agreement had been finalized, to begin working on BiQ Tool 2.0. There are plans to announce, at the AHRAE / AHR EXPO in Chicago, the top three (3) intelligent buildings in North America, based on their BiQ 1.0 rating. Jim Sinopoli, of Smart Buildings, also indicated that discussions are continuing between David and Jiri to see if the “Smart Building” ranking tool, developed by Jim, could be brought together with the new BiQ Tool. Any IIBC member that would like to serve on the BiQ Advisory Board should contact the CABA office (disipio@CABA.org).

5.2 Automation Federation (AF) / International Society of Automation (ISA)

Jacob Jackson reported on the increased activity that has taken place within the AF / ISA. CABA has joined the AF and is represented by Ron Zimmer. There has been the formation of the Building Automation System Technical Interest Group (BASTIG). There were also formal steps taken to create ISA 111 – Unified Functionality for Building Automation Systems. This is a major effort by the ISA to develop new standards, working with existing standards, that will help

create more interoperability for IB. Gina Elliott and Jim Sinopoli have also been assisting in the educational efforts with Jacob and AF / ISA to help bring about more IB training. Ron indicated that Jacob has been spearheading ISA 111 and CABA has been very supportive, especially at the recent Automation Week held in Mobile, AL. Jacob indicated that CABA members that wanted to get involved in these important initiatives should contact him (jjackson@assuritydq.com). More information can be obtained at: <http://www.automationfederation.org/>; http://www.isa.org/mstemplate.cfm?site=building_automation_systems_technical_interest_group

5.3 STEP Foundation

Allen Weidman, STEP Foundation Executive Director, was not able to participate in the meeting, but provided background documents. These have been attached as Appendix A and B. Ron and Jim also provided some additional information on this newly formed organization. CABA members were encouraged to review the STEP organization at: <http://www.thestepfoundation.org>

5.4 Zero Energy Commercial Buildings Consortium

The three (3) CABA representatives to this Consortium were not on the conference call, so Ron provided some background info on the good efforts that have been taking place. There are many CABA members involved in various working groups. CABA members that want more info or would like to get involved can go to: <http://zeroenergycbc.org/>

5.5 GPIC / GridSTAR

Gregg Dobbs, of Department of Energy (DOE) GridSTAR Center, gave an overview of GPIC developments. The first sets of projects were selected for funding and the second round of funding applications will take place in 2012. The GridSTAR Center is also a new initiative, with seed money provided by DOE. Ron indicated that a meeting is being planned for the near future to get a better understanding of how CABA could collaborate and support GPIC and GridSTAR. As discussed previously, the CABA Intelligent Buildings Life-Cycle Cost Analysis Tool could be a potential project to submit for funding in 2012. More details on GPIC and GridSTAR can be found at:

5.5.1 GPIC for Energy Efficient Buildings - <http://gpichub.org/about>

5.5.2 Recent Funding Awards - <http://www.sep.benfranklin.org/news-announcements/regional-energy-efficiency-hub-awards-over-1-million-in-grants/>

5.5.3 CABA Proposal on Intelligent Building Life-Cycle Costs Analysis Tool - <http://www.caba.org/iibc/lcc-steering-committee>

5.5.4 GridSTAR Center - <http://www.cfs.psu.edu/programs/grid-star-center.html>

6. Next IIBC Meeting

It was announced that the next IIBC “face 2 face” meeting would take place at ASHRAE / AHR EXPO on Tuesday, January 24, 2012 (3:30 - 5:30 PM CT), followed by a reception from 5:30 - 7 PM CT. More details will be provided in advance of the meeting.

7. The IIBC meeting was adjourned at 3:30 PM ET.

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Appendix A

I. STEP Foundation

A. Mission

1. Promotion of sustainable technology practices

B. Vision

1. STEP-rated projects will establish the technology industry benchmark for sustainable energy and materials practices

C. Objectives

1. Development, implementation and maintenance of the STEP rating system
2. Education of technology providers who will implement STEP
3. Accreditation of personnel who will verify compliance with the STEP protocol
4. Communicating the success of projects, industries and associations that apply and support the STEP Rating System

II. Foundation Overview

A. 501(c)(3)

B. Membership

1. Sustaining Members
2. Associate Members
3. Friends of STEP
4. Sponsoring Members

C. Current Members

1. BICSI
2. CompTIA
3. InfoComm
4. TIA

D. Structure

1. Officers
 - a) President
 - b) Secretary/Treasurer
2. Board
 - a) Sustaining Members
 - b) Advisory Panel
3. Committees/Task Forces

III. STEP Rating System

A. Is a tool to...

1. Plan & implement sustainable practices for technology projects
2. For
 - a) Owners & technology providers
 - b) Architects & Engineers
 - c) Consultants
3. Complimentary to Other Rating Systems

B. Consensus document designed to be...

1. Transparent
2. Flexible
3. Technology neutral
4. Managed by subject matter experts (SME)
5. An ANSI standards development protocol

C. Five Activity Phases

1. Program phase
2. Architectural & Infrastructure Design

- 3. System Design
- 4. Systems Integration
- 5. Operations
- D. Implementation
 - 1. Technology Task Force
 - a) Subject matter experts
 - b) One or two members from each member association
 - c) Use ANSI procedures
 - d) TF charge: To review, refine and maintain the rating system
 - 2. Education Task Force
 - a) Develop Implementers training materials for
 - (1) Technology providers
 - (2) Member associations
 - b) Develop accreditation program for Verifiers
- IV. STEP Calendar
 - A. June 2011 - STEP Foundation is formed
 - B. June - Press Conference
 - C. July – Incorporation
 - D. August – Budget and strategic plan approved
 - E. August – Approved seeking ANSI accreditation
 - F. October – Additional members obtained
 - G. November - STEP website online: www.thestepfoundation.org
 - H. November - STEP Rating System review process begins
 - I. InfoComm/STEP pilot project solicitation begins with seven in hand as of 11/07
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Appendix B

STEP FAQ

- 1) Why STEP?
 - a) Sustainability is good business but only if business is part of the process – we don't have a seat at the table
 - b) Fills void not addressed by other "green building" rating systems
 - c) Electronic systems industries are challenged to contribute to the sustainable building movement
 - d) Existing rating systems have not included audio/visual, communications, information technology, security or building automation systems
 - e) Building codes and standards are changing and we are not part of the process
 - f) Need to engage all stakeholders to accomplish our sustainability goals.
- 2) What is STEP?
 - a) Framework for collaboration, innovation and partnerships among allied associations in the electronic systems marketplace
 - b) Flexible, consensus-built system to accommodate multiple electronic systems associations/industries
 - c) Participating organizations will add components unique to their membership
 - d) Employs a five-phase approach to planning, implementing and measuring the impact of a project
 - e) Rating scale is adaptable to any technology project within the built environment
 - f) Evergreen documents to be submitted for ANSI accreditation
- 3) What are the five phases of STEP?
 - a) The STEP rating system encourages project owners and technology providers to follow a systematic approach to design, integration, and operation of technology systems.
 - b) It is built on five phases of activity:
 - i) Program Phase
 - ii) Architectural and Infrastructure Design
 - iii) System Design
 - iv) Systems Integration
 - v) Operations
- 4) Will educational programs be available?
 - a) It is anticipated education services will be conducted by member associations which will be able to develop classroom-based courses from the STEP rating system and documentation provided by the STEP Foundation.
 - b) Online courses will be developed centrally
 - c) All classroom and online courses will be reviewed by a STEP Education and Certification Steering Committee for technical accuracy and completeness.
- 5) Why is third-party verification needed?
 - a) For transparency and integrity of the STEP Rating System
 - b) Comparable to other rating systems such as GBCI and Green Globes.
- 6) What is the form of the accreditation and certification program?

- a) To be decided by the STEP Foundation Board
 - b) The intent is to develop one certification that all associations can teach as in-person courses that prepare people for the STEP Certification.
- 7) What is the market potential for STEP?
- a) Building owners will be motivated according to their market segment and the individual company's/organization's sustainability goals. Key target markets include:
 - i) Federal, state and many local governments who have announced sustainability goals.
 - ii) Education, particularly post-secondary, entities who have established sustainability goals that are far reaching.
 - iii) Corporations influenced by their customers and their boards who have established sustainability goals.
 - b) Technology providers are the primary influencer on the building and project owners will be the technology provider.
 - i) The provider is the owner's advisor and has the best opportunity to introduce STEP and guide the owner through its completion.
 - ii) Providers include technology consultants who design and manage projects, as well as integrators/VARS that design, sell, install and service technology systems.
 - c) Vendors, the producers of technology, will be highly influential in the success of STEP.
 - i) They like technology buyers and providers have been excluded from participation in current rating systems.
 - ii) They are looking for ways to participate in sustainability programs to meet their own company goals as well as to meet the expectations of their buyers.
- 8) Why join STEP?
- a) Encourages sustainable thinking and product development
 - b) Tool for owners and technology providers to implement sustainable practices in their technology projects.
 - c) Establishes technology industry benchmark for sustainable energy and materials practices
 - d) Only focuses on the electronic systems that operate within sustainable buildings
 - e) Establishes a position alongside LEED, Energy Star, GBI, ASHRAE 189.1 & the International Green Construction Code, among others
 - f) Supports industry's best practices
 - g) Eliminates silos in electronic systems by collaborating and sharing the rewards and risks that come with a sustainable building
- 9) How did STEP originate?
- a) InfoComm drafted the rating system and the criteria for awarding points.
 - b) The draft criteria are designed to form the basis for the common criteria applicable to all STEP member industries.
 - c) The draft also has criteria that are unique to AV.
 - d) It has described each rating point in depth so that technology providers and owner representatives can understand and apply the criteria.
 - e) InfoComm granted a perpetual worldwide, non-exclusive, license to STEP partners to use these materials as a base for the STEP rating system.

- 10) What is STEP's market competition?
- a) The STEP program does not have a direct competitor for sustainable technology rating systems.
 - b) However, LEED and Green Globes and other rating stems have the potential to be competitive or complimentary.
 - c) Competition for project dollars will be a consideration as STEP is voluntary.
 - d) Asking projects to take on the extra work and additional costs will need to be presented as a value proposition for companies and organizations to help them reach their sustainability goals.
- 11) Why a STEP Foundation?
- a) To support the initial and ongoing development of the rating system and guide.
 - b) Will be a 501(c)(3) organization
 - c) Will follow the ANSI Standards model of consensus decision-making.
 - d) Will consider submitting STEP as an ANSI Management Standard to attain the acclaim and market recognition that comes with ANSI Standards.
 - i) It is not the intent to create a new standards development organization (SDO).
 - ii) The STEP Foundation would work with the sustaining members to produce a management standard to be the framework around the whole STEP Program.
 - iii) Sustaining members that are SDOs will be encouraged to develop individual standards that can be used within STEP as criteria for a STEP credit
- 12) What are the STEP member categories?
- a) Sustaining Member
 - b) Associate Member
 - c) Sponsoring organizations such as i)
 - Manufacturers
 - ii) Software Companies
 - iii) Service Providers
 - iv) Integrators
 - v) VARS
 - vi) Consultants
 - d) Friends of STEP
- 13) What is the STEP Foundation Board?
- a) Sustaining Members will serve as Board Members and Officers
 - b) Officers will rotate
 - c) Board duties include the following:
 - i) Implement and maintain STEP program
 - ii) Develop and apply STEP policies
 - iii) Plan annual program including education and promotion
 - iv) Develop budget and provide financial oversight
 - v) Supervise STEP Executive Director
 - d) Neither the STEP Rating System nor the STEP Foundation will be divided into separate technology areas
 - e) All Sustaining Members have equal rights no matter when they join the organization.