

January 26, 1999

To: The Record
Health Facilities Advisory Committee (HFAC)

From: Recording Secretary, HFAC

Subject: January 1999, HFAC Meeting Minutes

Members Present: CAPT Kenneth R. Harper, P.E., Chairman, IHS/DFEE/ESS
RADM Thomas G. Gallegos, P.E., P.E., Member, IHS/DEFF/ESD
CAPT Kerry M. Gragg, P.E., Member, IHS/California Area/OEHE
CDR George Styler, P.E., Member, IHS/Nashville Area/OEHE
LCDR Gary Gefroh, CIH, CSPRS, Member, IHS/Navajo Area/OEHE
James R. Biasco, P.E., Member, IHS/OPH/DFEE

Members Absent: CAPT Jose E. Cuzme, P.E., Member, IHS/QPH/DFEE
Gilbert Harrison, P.E., Member, IHS/Navajo Area/OEHE
Jim Ketter, Member, IHS/Alaska Area/OEHE
LCDR Dennis M. Taddy, P.E., Recording Secretary, IHS/DFEE

Introduction: The meeting was held via a conference call at 9:00 a.m., Pacific time. There were a total of six present. Minutes of the September 2, 1998, meeting was approved as submitted. All packages sent out were received and the following was agreed upon:

- The membership directory needs to be updated to include names of alternates in case a member is not available. If a member is not available please notify your alternates. Members are to check each of their addresses, phone numbers and E-mail addresses to ensure they are correctly listed.
- The Proposals and Decisions Log needs to be updated. Members responsible for issues currently listed on this log need to provide new target dates for the information to be presented to the HFAC. Jim Biasco will research and provide up date information on which HFAC decisions still need an IHS Technical Handbook Chapter issued.

Old Business:

- (1) P-37, Replacement Fluorescent Lighting
After some discussion, it was agreed by a vote to drop this proposal, as current reference document and IHS guidance adequately addresses the subject.
- (2) P-46, Deep Look Survey
The committee is still having difficulty finalizing the product. A new target date is to be provided. George Styler expressed concern about the ability of IHS requiring 638 contractors to complete Deep Look Surveys.
- (3) P-47, A/E Selection Guide
Nothing new on this issue.
- (4) P-49, Dental HVAC Guide
Technical staff at both the Dallas and Seattle ES offices collaborated in developing ventilation requirements(rates) for areas affecting patient care in dental facilities. Presented to the HFAC by the Dallas office, the final Dental HVAC Criteria were approved. A decision notice will be prepared and distributed

to the HFAC membership, as well as Area Facility Managers and OEHE Directors.

New Business:

- (1) Replacement of Alaska HFAC member: A motion was made and seconded to keep Jim Ketter as member of the HFAC committee even though he is technically a Tribal employee. As a result of his current status, he will be maintained on the committee as a tribal representative. No other members will be added to the committee at this time.
- (2) Future HFAC meetings: In accordance with the HFAC charter and because there are few issues before the HFAC, it was agreed that future meetings/conference call will be held quarterly unless directed by the chairman. Meetings will continue to be on the first Wednesday of each quarter at 12:00 noon EST.
- (3) HFAC Charter: Part 15 of the Technical Handbook established the HFAC , outlines it functions, and general membership. This document needs to be updated. A motion was made and seconded to have the update of this document lead by Jose Cuzme. Motion passed. Jim Bisaco is to contact and work with Jose in updating this Handbook Chapter.
- (4) HFAC Web Page: While discussed previously without total agreement, it was agreed by all present the HFAC should push forward with displaying its information on the IHS internal network. The information contained is to consist of the HFAC Membership Directory (listing of address, phone number, fax number, and E-mail addresses), HFAC Proposal and Decision Index(listing of all issues to come before the HFAC and their current status), all HFAC Decisions in full text, upcoming agenda for the next HFAC meeting/call, and most recent HFAC meeting minutes. Ken Harper will work with Lee Robison in Headquarters.

Other Issues:

The next meeting will be April 7, 1999, at 12:00 noon a.m. Eastern Standard time. The meeting was adjourned at 10:04 a.m.

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