

Date: June 1 , 1999
To: The Record
Health Facilities Advisory Committee (HFAC)
From: Recording Secretary, HFAC
Subject: May 1999, HFAC Meeting Minutes

Members Present: CAPT Kenneth R. Harper, PE, Chairman, IHS/DFEE/ESS
CAPT Jose E. Cuzme, PE, Vice Chairman, IHS/OPH/DFEE
RADM Thomas G. Gallegos, PE, Member, IHS/DFEE/ESD
CAPT Kerry M. Gragg, PE, Member, IHS/California Area/OEHE
CDR George Styer, PE, Member, IHS/Nashville Area/OEHE
James R. Biasco, PE, Member, IHS/OPH/DFEE
Gilbert Harrison, PE, Member, IHS/Navajo Area/OEHE
Jim Ketter, PE, Member, IHS/Alaska Area/OEHE

Members Absent: LCDR Gary Gefroh, CIH, CSPRS, Member, IHS/Navajo Area/OEHE

Introduction:

The meeting was convened in Sacramento at 5:00 p.m., Pacific Daylight time on May 12, 1999 in conjunction with the Area Facilities Managers Workshop. There were a total of eight present. Minutes of the January 1999, meeting were approved as submitted except for a spelling error. A brief up date was provided on the following:

- The Proposals and Decisions Log still 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 updated information on which HFAC decisions still need an IHS Technical Handbook Chapter issued.

Old Business:

- (1) Status Previously Approved HFAC Decisions
Decisions (Fire Sprinklers for Quarters, D-35 and Dental Ventilation Requirements, D-37) were finalized and provided to the committee for final review before making distribution to other IHS staff. HFAC members approved the final documents and they were distributed to Area Office staff on May 18, 1999.
- (2) HFAC Web Page Status
The membership HFAC Membership directory including names of alternates was updated. As agreed, electronic copies HFAC Membership directory, HFAC Decision index, all HFAC decisions in full text and most recent HFAC meeting minutes were provided to Lee Robison to place on the DFEE web page. Since there were at least three different HFAC decision formats, all decisions were re-typed and will appear in a single format. Those decisions (D-2 & D-13) that either have been deleted or superseded by another decision will still appear in full text, but will be “watermarked” to reflect they no longer apply. Presently, Lee has about half of the information entered.
- (3) P-46, Deep Look Survey
Since only three of the original eight workgroup members were still employed in IHS and before CAPT Wayne Mohler departed, all the existing work of the Deep Look workgroup was forwarded to Jim Biasco. After review, Jim made some changes and forwarded the document on May 7, 1999 to the remaining workgroup members (Gilbert Harrison, CAPT Kenneth Olson, and Gerald Inglett) plus CAPT Paul Fardig, CAPT Jose Cuzme, RADM Tom Gallegos and CAPT Kenneth Harper for review and comment. Comments

were due to Jim Biasco on May 21, 1999.

- (4) P-47, A/E Selection Guide
A/E guide still is in draft form. CAPT Kenneth Harper will furnish copies for review.

New Business:

- (1) HFAC Charter:
CAPT Jose Cuzme provided a revised copy of the Charter to the members. Changes consist primarily of organizational name changes and meeting frequency (quarterly vs. monthly). Please review this document and be prepared to discuss and vote on its acceptance at the next meeting in July.
- (2) Replacement of HFAC Members:
Jim Ketter announced he would be leaving IHS. CAPT Doug Ott was unanimously confirmed as Mr. Ketter's replacement. CAPT Ott named LT Steven Christopher as his alternate. The HFAC members would like to thank Jim for his past participation on the committee and wish him the best in his next career.

With the addition of LCDR Merritt Lake in IHS Headquarters, a question was raised regarding his participation of the HFAC instead of the current representative (LCDR Gary Gdfroh). Jim Biasco will make an inquiry with CAPT Tom Crow and provide an answer to the committee. The HFAC members agreed to accept whomever CAPT Tom Crow wants to nominate as the committee member.

Other Issues:

The next meeting will be July 7, 1999, at 12:00 noon Eastern Daylight time. The meeting was adjourned at 6:00 p.m.

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