

Date: July 12, 1999
To: The Record
Health Facilities Advisory Committee (HFAC)
From: Recording Secretary, HFAC
Subject: July 1999, HFAC Meeting Minutes

Members or Alternates

Present: CAPT Kenneth R. Harper, PE, Chairman, IHS/DFEE/ESS
CAPT Paul Fardig, PE, Alternate Vice Chairman, IHS/OPH/DFEE
Mr. John Andress, PE, Alternate, IHS/DFEE/ESD
CAPT Kerry M. Gragg, PE, Member, IHS/California Area/OEHE
CDR Bill Lowe, Alternate, IHS/OPH/DFEE
Mr. Gilbert Harrison, PE, Member, IHS/Navajo Area/OEHE

Members & Alternates

Absent: CDR George Styer, PE, Member, IHS/Nashville Area/OEHE
CAPT Douglas C. Ott, PE, IHS/Alaska Area/OEHE
LCDR Merritt Lake, RS

Introduction:

The meeting was held via a conference call from Seattle on July 7, 1999, at 9:00 a.m., Pacific Daylight time. There were a total of six conferees. Minutes of the May 1999, meeting were approved as submitted.

Old Business:

(1) HFAC Web Page Status

All HFAC decisions are now on the IHS web page in full text. They can be viewed and downloaded either as word documents or in the acrobat format. The web page address is as follows:
<http://home.ihs.gov/healthcare/professions/dfee/hfac.asp>.

(2) Deep Look Survey

Jim Biasco with assistance from a small group of individuals is in the process of revising this document. A draft copy was provided to the group on June 1, 1999. Jim will incorporate comments and should soon have the document ready for review by the HFAC.

(3) A/E Selection Guide

A draft copy of the A/E Selection Guide has been sent to all HFAC members for review. Please provide your comments to Ken Harper on or before the end of July. A summary of the revisions made to the guide follows:

- Updated the introduction to include the revised IHS reorganization.
- Changed the definition of selection authority to include ES Directors and IHS Area Associate Directors.
- Changed the requirement for selection board members from “registered” to “licensed” architects and engineers.
- Dropped the discussion of funding sources as not relevant to the selection process.
- Expanded discussion of term contracts to describe indefinite quantity contracts and to encourage use of multiple awards.
- Updated description of debriefing procedure to include new FAR 15 requirements for pre and post award debriefings.
- Added description of short selection process.
- Re-formatted to move regulatory references to end notes.

(4) HFAC Charter

A copy of the Charter was provided to the members for comment at the last meeting. Recommended changes are as follows:

- Change to DFEE from Environmental Health & Engineering (EHE).
- Chapter 4.1.2, Paragraph B - Four facilities engineers.
- Method of Operations, Paragraph D – meeting to be held quarterly vs monthly, the consensus was quarterly meetings.

Concern was expressed by Gilbert and Kerry that the Charter should contain language or a procedure for gaining exceptions to HFAC decision. Gilbert agreed to draft and send some language to José Cuzme for consideration. Other comments should be sent to José Cuzme by the end of July. Any member or alternate who does not have a copy of the draft Charter, please contact Ken Harper.

New Business:

Authority having Jurisdiction (AHJ)

A discussion was held on definition of the AHJ contained in Part 24 of the IHS Technical Handbook which was derived for HFAC decision #30. The definition identified in the IHS guidance seems to differ from the definition contained in NFPA, specifically as it related to sprinkler and fire alarm systems. This difference has caused confusion among some Area Offices related to who should review and approve drawings for projects handled at the Area Office. As a result, the Areas have requested clarification of the responsibilities of the AHJ. Kerry M Gragg volunteered to review all the available information including the NFPA, IHS Technical Handbook Chapter, Issue document dated August 7, 1996 by James Biasco, Delegation of “Authority Having Jurisdiction” dated August 19, 1996 issued by Gary Hartz, and letter dated June 14, 1999 issued by the ES Code Committee, as well as any other relevant information and present a recommendation to the HFAC by the next meeting for clarification of the issue.

Merritt Lake, RS has been appointed to replace Gary Gefroh, RS. The term for CAPT Kerry M. Gragg technically expired in November 1998. It was agreed that Kerry would be extended for a second term. His second term would expire in November 2001. CAPT Kenneth R. Harper term as Chairman expires this month and a vote will be taken at the next meeting to either extend or appoint a new Chairman.

Other Issues:

It was agreed that future calls would be conducted as “meet me calls”. The next meeting will be October 6, 1999, at 9:00 a.m. Pacific Daylight time (PDT). The conference call number and access code will be proved to all members and alternates via e-mail. The meeting was adjourned at 9:50 a.m. PDT

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