

**Date:** October 20, 1999  
**To:** The Record  
Health Facilities Advisory Committee (HFAC)  
**From:** Recording Secretary, HFAC  
**Subject:** October 1999, HFAC Meeting Minutes

**Members or Alternates**

**Present:** CAPT Kenneth R. Harper, PE, Chairman, IHS/DFEE/ESS  
CAPT Jose E. Cuzme, PE, Vice Chairman, IHS/OPH/DFEE  
CAPT Paul Fardig, PE, Alternate Vice Chairman, IHS/OPH/DFEE  
CAPT Thomas G. Gallegos, PE, Members, IHS/DFEE/ESD  
CAPT Kerry M. Gragg, PE, Member, IHS/California Area/OEHE  
CAPT Douglas C. Ott, PE, IHS/Alaska Area/OEHE

**Members & Alternates**

**Absent:** CDR George Styer, PE, Member, IHS/Nashville Area/OEHE  
Mr. Gilbert Harrison, PE, Member, IHS/Navajo Area/OEHE  
LCDR Merritt Lake, RS

**Introduction:**

The meeting was held via a conference call from Seattle on October 6, 1999, at 10:00 a.m., Pacific Daylight time. There were a total of six conferees. Minutes of the July 1999, meeting were approved as submitted.

**Old Business:**

(1) A/E Selection Guide

A draft copy of the A/E Selection Guide was sent to all HFAC members for review. No comments were received so a motion to approve the A/E Selection Guide as submitted was made by Jose Cuzme and second by Tom Gallegos. The vote for approval of the Guide was unanimous.

(2) HFAC Charter Revisions

Kerry Gragg and Gilbert Harrison commented at the last meeting suggesting language should be included in the Charter outlining a procedure for obtaining exceptions or deviations to HFAC decision from a higher authority. Gilbert, as requested, provided some suggested language. However, after further review of the HFAC Charter and its purpose which is to review, evaluate, develop, and issue criteria requirements (or minimum criteria or standards) used in the design, construction, operation, and maintenance of IHS Health Facilities, the HFAC chairman felt such language is not needed. HFAC decisions are recommendations which are issued as Technical Handbook Chapters. As a Technical Handbook Chapter, they become (according to Bill Pearson's letter dated January 13, 1992), a single source collection of instructions, procedures, and guidance in an organized manner for easy reference. Members present wanted to take another look at the Charter before agreeing to accept the draft as originally compiled by Jose Cuzme. It will be discussed at the next meeting.

(3) Authority Having Jurisdiction

A discussion was held on definition of the AHJ. 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 a 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.

This item is scheduled for discussion on Monday, October 25, 1999 at the Facility Managers Workshop in Seattle, Washington. Kerry Gragg will lead that discussion. The purpose is to obtain additional input from the Facility Managers before a final decision is made on how to best clarify the issue. Hopefully, a final decision can be made at this meeting.

**New Business:**

Since CAPT Kenneth R. Harper is due to retire at the end of January 2000, a replacement chairman needs to be selected. It is anticipated a vote will be taken at the next meeting to appoint a new Chairman.

**Other Issues:**

The next HFAC meeting will be in Seattle at the Facility Managers Workshop. It is tentatively scheduled for Monday evening, October 25, 1999, at 5:00p.m.. The main focus will be on the resolving the AHJ issue, HFAC Charter, and selecting a new chairman. The meeting was adjourned at 10:55 a.m.

**Date:** January 5, 2000  
**To:** The Record  
Health Facilities Advisory Committee (HFAC)  
**From:** Recording Secretary, HFAC  
**Subject:** October 25, 1999, HFAC Meeting Minutes (Revised)

#### **Members or Alternates**

**Present:** CAPT Kenneth R. Harper, PE, Chairman, IHS/DFEE/ESS  
CAPT Jose F. Cuzme, PE, Vice Chairman, IHS/OPH/DFEE  
CAPT Thomas G. Gallegos, PE, Member, IHS/DFEE/ESD  
CAPT Kerry M. Gragg, PE, Member, IHS/California Area/OEHE  
CAPT Douglas C. Ott, PE, Member, IHS/Alaska Area/OEHE  
CDR George W. Styer, PE, Member, IHS/Nashville Area/OEHE  
Mr. Gilbert Harrison, PE, Member, IHS/Navajo Area/OEHE  
CDR William M. Lowe, alternate, IHS/OPH/DFEE  
CAPT Michael Verschelden, alternate, IHS/DFEE/ESD

#### **Members & Alternates**

**Absent:**  
LCDR Merritt Lake, RS

#### **Introduction:**

The meeting was held in Seattle on October 25, 1999 at 5:00 p.m., Pacific Daylight time (PDT). There were a total of seven members and two alternates present. In addition, there were two visitors (Rick Boyce from the Alaska Consortium and Victor Mosser from the Bemidji Area Office. Minutes of the October 5, 1999 conference call were approved as submitted.

#### **Old Business:**

##### (1) Authority Having Jurisdiction

On October 25, 1999 at the Facility Managers meeting, CAPT Gragg lead a discussion explaining the issue before the HFAC and requested input from Area Facility Managers regarding the nature of a clarification desired. Several suggestions were recommended with the majority of facilities managers supporting language offered by Victor Mosser and contained in a Navajo letter brought to the meeting by Gilbert Harrison, as modified by CAPT Tom Gallegos. Generally, it was agreed that as much authority should be delegated to the Area Office Facility Managers as possible. After further discussion at the HFAC meeting, it was agreed CAPT Gragg would draft language similar to that contained in the modified Navajo Area letter. Once drafted, it will be distributed to all HFAC members and a special HFAC conference call will be convened to arrive at consensus on the drafted language. All members agreed this could happen prior to the December 14, 1999 Facility Manager's conference call, so the language could be presented on the call.

##### (2) HFAC Charter Revisions

At the last meeting some HFAC members present wanted to review the Charter revisions recommended by CAPT Cuzme again before taking a final vote. Additional copies of the Charter language were provided to those members prior to the meeting. After a brief discussion, CAPT Doug Ott made a motion to accept the Charter language as drafted. CDR George Styer seconded the motion. The vote was unanimous in accepting the Charter revisions. CAPT Cuzme will finalize the HFAC Charter and distribute it to all members prior to the January HFAC conference call.

##### (3) Decision # 38---- A/E Selection Guide:

A draft decision notice for the A/E Selection Guide approved on the last conference call was presented to the members for their review and approval. The notice was approved as drafted, signed and distributed to all the Facility Managers at their meeting on October 26, 1999.

(4)P-46, Deep Look Survey Guidelines:

CAPT Cuzme gave a status report on the Deep Look Survey Guide. Prior to James Biasco departure from the IHS, he distributed for comment a version of the Guide dated May 1999. While in the process of receiving the comments, he discovered that another workgroup efforts would impact the draft guide. CAPT Cuzme will follow up on the nature of the impact and make a recommendation on the January HFAC conference call as to how we should proceed to bring the development of the Deep Look Guide item to closure.

**New Business:**

CAPT Jose E. Cuzme was nominated and elected by acclamation as the new HFAC Chairman. Since Jose was the Vice Chairman, a new Vice Chairman had to be elected. Vice Chair nominations included CAPT Kerry M. Gragg and CAPT Doug C. Ott. By secret ballot, CAPT Ott was elected by majority vote as the new Vice Chairman.

CDR William Lowe was nominated by DFEE as the replacement for James Biasco on the committee. CDR Lowe was accepted by unanimous vote as Mr. Biasco's replacement. CDR Lowe will appoint his alternate at a later date.

Other Issues:

The next HFAC conference call coordinated by the new HFAC Chairman will be on January 5, 2000 at 12:00 noon EST. The meeting was adjourned 6:30 p.m. PDT.

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