

**Date:** July 6, 2001  
**To:** The Record  
Health Facilities Advisory Committee (HFAC)  
**From:** Recording Secretary, HFAC  
**Subject:** April 3, 2001, HFAC Oklahoma Meeting Minutes **(Final)**

**Members, Alternates & Visitors**

**Present:** CAPT José F. Cuzme, PE, Chairman, IHS/OPH/DFEE  
CAPT Douglas C. Ott, PE, Vice Chairman, IHS/Alaska Area/OEHE  
Ms Diane Stewart, AIA, Member, IHS/DFEE/ESD  
CAPT Gary Mc Farland, PE, Member, IHS/Billings Area, OEHE  
Mr. Kenneth R. Harper, PE, Member, IHS/DFEE/ESS  
CAPT Paul Fardig, PE, Member, IHS/OPH/DFEE  
CAPT Kerry M. Gragg, PE, Member, IHS/California Area/OEHE  
CAPT Mike Verschelden, PE, alternate, IHS/DFEE/ESD  
Mr. Rick Boyce, PE, alternate, Alaska Consortium  
CDR Ron Klem, PE, alternate, IHS/Billing Area/OEHE  
CAPT Dennis Barber, PE, visitor, IHS/Phoenix Area/OEHE  
CAPT George Styer, PE, visitor, IHS/Nashville Area/OEHE  
Mr. Gene Price, visitor, IHS/Phoenix Area/OEHE

**Members**

**Absent:** LCDR Merritt Lake, RS, Member, IHS/OPH/EHS  
LCDR Darrell LaRoche, PE, Member, IHS/Albuquerque Area, OEHE

**Introduction:**

The meeting was conducted on April 3, 2001 in Oklahoma City beginning at 1:40 pm, Central Daylight Time (CDT). There were seven members, three alternates, and three visitors present. The minutes dated January 29, 2001 for the January 03, 2001 conference call were approved as amended.

**Old Business:**

(1) Indoor Air Quality

LCDR Lake could not attend the meeting. Before the committee would consider taking a position on this issue, the following additional information was requested on the January 03, 2001 HFAC conference call:

- A listing of the agencies requiring passive radon systems to be installed on all new facility construction projects.
- An estimate (best guess) on when the passive radon systems would become a mandatory requirement.
- Installation costs of passive radon systems on non-residential facilities.

CAPT Cuzme will again request the above information. Further discussion on this item was postponed until the information requested on the January conference call is received.

(2) Lessons Learned

The workgroup recommended simplification of reporting requirements as follows:

- Pursue development of a web-based Lessons Learned database;
- Merge the Real Property Report (RPR) into a single document; and

- Retain the Post Occupancy Evaluations (POEs) as a separate requirement for selected projects. After discussion, a motion was made by Ms Stewart to accept the recommendations and was seconded by CAPT Ott. The motion passed. CAPT McFarland will develop and notify facility managers and committee members when the web-based Lessons Learned database is ready for use. CAPT Cuzme will assign staff to develop a listing of lessons learned from past POEs and insert them into the new web-based database.

(3) HFAC Web Page

Only programmers can change the portion of the web page listing the HFAC members. Corrections to this part of the new web page are still needed. Before the page becomes active, the programmers will be requested to re-program the member listing page to allow changes to be made without having to re-program the page each time. A new requirement to make the decision notices and web page accessible to the handicap (hearing and seeing impaired) or 508 compliant now needs to be completed.

**New Business:**

(1) Changes/uncertainty in the Code Community

Some of the more recent upcoming changes in the code and uncertainty were reported as follows:

- Approximately a year ago, it appeared various organizations would adopt an International Building Code. Presently there is considerable opposition to the International Building Code. Members need to be aware and keep informed on this issue, as it may ultimately impact codes used in IHS.
- The new AIA Guidelines for **Design and Construction of Hospital and Health Care Facilities** is scheduled to be available in April 2001. Facility managers should be encouraged to obtain a copy.
- The American Society for Heating, Refrigerating, and Air-Conditioning Engineers (ASHRAE) is developing a new book, Special Publication (SP-91): **Hospital HVAC Design Manual**. This design manual is focused on HVAC systems for hospitals and outpatient facilities and should be available in late summer.
- **ASHRAE Standard 52.2-1999** is a new important specification standard describing a **Method of Testing General Ventilation Air-Cleaning Devices for Removal of Efficiency by Particle Size**. This standard provides a more accurate method to specify air filters than was previously available.

**Other Issues:**

(1) Alternates for new members

Alternate representatives still need to be designated for CAPT Gragg and CAPT Fardig.

The next HFAC conference call was tentatively set for July 11, 2001 at 12 noon Eastern Daylight Time (EDT). The meeting was adjourned 3:35 p.m. CDT.