

**HEALTH FACILITIES ADVISORY COMMITTEE MINUTES  
FOR AUGUST 27, 2003  
CONFERENCE CALL**

A. Meeting Called to Order: 12 PM, EDT

B. Roll Call:

Present

CAPT Jose Cuzme, Chairperson  
CAPT Douglas Ott, Vice Chairperson  
Mr. Kenneth Harper  
Mr. Burke Helmer for CAPT Gary McFarland  
LCDR Lucinda Harris for Darrell LaRoche, Recording Secretary

Absent

CAPT Michael Verschelden  
for Diane Stewart  
CAPT Kerry Gragg  
Institutional EHO Rep

Visitors

CAPT Kevin Stover  
Mr. Ray Cooke  
LCDR Peter Nachod

C. Approval of the previous meeting minutes: Minutes accepted with changes made to number of votes for the Radon Guideline to reflect PASSED 8 years, 0 nays

D. Committee Membership: The committee unanimously agreed that CAPT Stover will serve as a voting member for the Director, DFO until the OEH Director determines otherwise or until the position is filled.

CAPT Cuzme reported that CDR Merritt Lake has been reassigned to the Office of Public Health. The committee unanimously agreed there is a need to have an Institutional Environmental Health Program Officer participate as an active member of the committee.

E. Old Business:

The Radon Guideline and the Generator Guideline were finalized as noted in the May 12, 2003 meeting minutes and forwarded to ES-Seattle. The Guidelines were incorporated in the A/E Design Guide. The A/E Design is at the printers and will be distributed soon.

F. New Business:

(1) After much discussion, the committee agreed that the existing Sustainability Workgroup be tasked to develop a policy to include an overall statement of goals to comply with the sustainability mandate. The policy will serve as a tool to evaluate different principles for sustainability. It is recommended that the use of best business practices should determine which principles are implemented. The

existing workgroup will also discuss and recommend the most effective approach to establish the water management policy, as well as other required policies. The policy(s) will be included in the A/E Design Guide.

- (2) The HF Database needs a formal body for consultation, review, and approval of program changes to the database. After some discussion, it was recommended that the Facility Managers form a workgroup to decide what they need and want the program to do. The membership agreed and the topic will be included in the next FM conference call.

#### G. Other Issues

##### (1) Open Discussion

- a. Mr. Harper reported that a memo was sent forth for the OEH Director's signature to accept the Committee's recommendation regarding the Authority Having Jurisdiction (AHJ). He requested that the topic be included in the agenda for the next OEHE Director's meeting.
- b. Mr. Harper reported there is new ASHRAE publication, HVAC Design Manual for Hospitals and Clinics. He clarified that the HFAC has adopted the AIA Guidelines for Design and Construction of Hospitals and Health Care Facilities for HVAC design criteria. Paul Ninomura, ES-S Mechanical Engineer, served on the ASHRAE committee to develop the new publication and does not recommend that IHS adopt the guidance. Mr. Harper will distribute a memo with Mr. Ninomura's recommendation to the HFAC members.
- c. Mr. Harper reported that he has transmitted a memo to the CMS to review IHS' interpretation of the rule on day surgery. When a response is received from CMS, Mr. Harper will distribute it to the Committee members.

- (2) Next Conference Call – December 3, time to be announced at a later date.

G. Adjourn 1:35 PM EDT