

**HEALTH FACILITIES ADVISORY COMMITTEE (HFAC)
MINUTES FOR MAY 25, 2004 AT 1200 Eastern
CONFERENCE CALL**

A. Roll Call

Present: **CAPT Jose Cuzme, Chairperson**
 CAPT Douglas Ott, Vice Chairperson
 Mr. Tommy Bowman **CAPT Gary McFarland**
 CAPT Kerry Gragg **Mr. Kenneth Harper**
 CAPT Kevin Stover **CDR Darrell LaRoche**
 CDR Gary Gefroh

Not Present: None

Visitors: **Mr. James Biasco, Mr. Raymond Cooke, CDR Jacqui Parker, CAPT
Mike Weaver**

B. Approval of the previous meeting minutes (February 2004)

Motion to Approve: Passed

C. Old Business

(1) Real Property Subgroup Update - Stover

Nothing for this subgroup to review yet.

Action Item: CAPT Stover will present a written proposal describing the operations of the subgroup by the next HFAC meeting.

Background and Updates: The idea of a subgroup of HFAC to review Real Property issues was discussed at the Real Property Workshop in San Francisco in November 2003.

Bill Stamper was appointed as the Real Property Representative for all HHS Agencies. A new Executive Order (EO) on real property has been published. A HFAC member expressed concern that IHS land not be included in the EO. Mr. Biasco clarified that the EO does not cover Trust Land, but does cover buildings. The DHHS Facilities Workgroup is also re-activating.

(2) Election of New Area Representatives for HFAC (3 members terms expired

January 2004).

Only two votes received.

Action Item: Send votes to Jose Cuzme with a cc to Doug Ott by June 1, 2004.

D. New Business

(1) Proposed change to HFAC Charter – CAPT Gragg

CAPT Gragg did not have a proposed change. The question was about who could be on the HFAC, the Area Facilities Manager or a designee?

The Technical Handbook (TH) chapter dated March 30, 2000 mentioned that members were “expected” to be registered NOT required. The TH also mentions a Tribal Representative.

The HFAC member unanimously agreed that professional registration should be a requirement even if the person is an Area Facility Manager.

ACTION ITEM: CAPT Cuzme will re-submit Ballot

(2) Update on HFAC Decisions Website – Mr. Harper

Still requires CAPT Cheilokowsky’s signature

Mr. Harper will submit the AHJ clarification. All Areas should have received this memo already

E. Other Issues

(1) Open Discussions

a) Design/Build – comment: be cautious about adding Design/Build as a requirement. There is not a large list of qualified Design/Build contractors. IHS cannot require it through a 638 contract.

b) Ducted versus Plenum Return – Both allowed in existing Codes for Business Occupancies. Tom Gallegos decided that all health centers would be designed to Ambulatory Care Occupancy in the late 1980’s. The HFAC reversed this decision.

- (2) Next Meeting: **Tentative November 2 at 5:00PM in conjunction with the Facilities Managers Workshop in Las Vegas, NV.**