

**HEALTH FACILITIES ADVISORY COMMITTEE MINUTES  
FOR APRIL 6, 2005  
CONFERENCE CALL**

A. Meeting Called to Order: 12:15 PM, EDT

Roll Call:

Present

CAPT Jose Cuzme, Chairperson

CAPT Doug Ott, Vice-Chairman

Mr. James Biasco

CAPT Kevin Stover

Mr. Kenneth Harper and CAPT Michael Weaver, ES-S

Mr. Tommy Bowman and CDR Jacqui Parker, ES-D

CDR Gary Gefroh, Institutional EHO Representative

Mr. Gilbert Harrison and CDR Richard Wermers

CDR Keith Shortall for CAPT Dennis Barber

LCDR Lucinda Harris for CDR Darrell LaRoche, Recording Secretary

Visitors – CDR John Smart

B. Approval of the previous meeting minutes: Ken Harper requested that the minutes be revised to reflect more detail. There was unanimous agreement that more detail in the minutes would remind the committee members of what was discussed and agreed to. This would increase productivity by not having to rehash issues that have been resolved. ***The group agreed that all members will send their notes from the meeting held in Las Vegas to Darrell LaRoche so he can incorporate them into the minutes prior to approval at the next meeting.***

C. Old business:

(1) Security/Emergency Planning - John Smart reported that there have been two separate work groups addressing security issues. The Physical Security group meets ad-hoc and is comprised of physical security officers from each area. Bernie Dailleboust provides operational guidance to the group and John participates in this group.

There is a RRM workgroup for security, headed by Frank Martin, which developed a methodology for determining security staffing levels for new IHS healthcare facilities. In addition to the RRM methodology the group developed a list of recommended needs for facility level security teams (space, supplies, equipment and fixed security items). Jose reported that Kevin Stover is a member of this committee.

There was much discussion regarding the physical security needs, the list of recommendations and how the requirements could be coordinated between the two groups and incorporated into the IHS Technical Manual, VII, Part 21, Chapter 21-15, Security Level

Selection for Use in the Design of New Federal Facilities. Ken stated that the IHS health care facilities vary widely in their need for security, dependent upon the location, the community and whether the facility is part of the community's emergency response plan. John stated that emergency planning and physical security are two separate issues and need to be handled separately. John said we may need to consult a security group to conduct vulnerability surveys at representative IHS health care facilities in order to develop design criteria specific to our needs.

The group agreed on the following actions for the coordination effort:

*John will forward a copy of the list of recommendations to the Recording Secretary for distribution with the minutes. Mike Weaver will take applicable recommendations from the list and incorporate them into the technical guidance and send to Bernie for his review and concurrence. An appointee from the group can work with Bernie's group to ensure that facility related issues are addressed, such as, building security systems (CCTV, card readers, etc) installation and maintenance. The group will follow up on this topic at the Tucson meeting.*

- (2) Technical Handbook Chapter Update – Ken invited comments to the Dental Ventilation Requirements and Supplemental Sweep Fan Configuration distributed for the meeting. Discussion included Gary explaining that Item 12, provision of sweep fans is an option recommended by NIOSH, but is not required. Also, there was some discussion for clarification of the location of the exhaust grills and the direction of the airflow relative to the staff and patient in the attached sketch. Jacqui Parker initially expressed concern about Item 12 not being a requirement. She later determined the design could be accomplished by including Item 12 in the scope of work for A/E design contracts. There was a general consensus to accept the guidance as is. *Ken assigned Mike to put the Dental Ventilation decision into final Technical Handbook format and provide to the HFAC members for final review/approval at the Tucson meeting.*

Ken requested the committee's approval of the A/E Design Guide so the document can be published. *Any minor changes can be sent to Mike Weaver NLT April 18.* A motion was made to accept the current version of the guide. The motion was seconded and all voted, with none opposed. Ken clarified that the A/E Design Guide is a living document and any comments or recommended changes can be sent to Mike for incorporating in later versions of the guide.

The USP Chapter 797 requirements will be discussed at the Tucson meeting.

All other topics were tabled until the upcoming meeting in Tucson. *Jose will distribute an updated agenda with options by April 7 to determine the date and time of the next meeting in Tucson.*

The meeting adjourned at 1:25 EDT.

**HEALTH FACILITIES ADVISORY COMMITTEE (HFAC)  
MINUTES FOR APRIL 26, 2005 AT 1525  
AREA FACILITIES MANAGERS/ENGINEERS WORKSHOP  
TUCSON, AZ**

A. Roll Call

Members Present:                   **CAPT Jose Cuzme, Chairperson  
CAPT Douglas Ott, Vice Chairperson  
CDR Darrell LaRoche, Recording Secretary  
Mr. Tommy Bowman  
Mr. Gilbert Harrison  
CAPT Dennis Barber  
Mr. Kenneth Harper**

Members Not Present:**Mr. James Biasco, CDR Gary Gefroh**

Alternates Present:                   **CAPT Michael Weaver, Mr. Rick Boyce, CDR  
Keith Shortall**

Visitors:                               **CDR Dale Mossefin, CDR Robert Biddle**

B. Approval of the previous meeting minutes (April 6, 2005)

Accepted

C. Old Business

**LEED – Mr. Ken Harper**

The Division of Engineering Services has three engineers in Seattle and one in Dallas who either has or soon will have completed their LEED certification. ES-Seattle has been asked to provide a presentation on LEED at a one day seminar immediately following the Pre-Project Planning Workshop in Seattle in May 17-18 (this was accomplished on May 19).

During the DOE presentation on the previous day, Diane Hirshfeld, DOE, mentioned a LEED pilot project by ES-Seattle. Mr. Harper stated they had not done a pilot project; however, DES had completed an evaluation of the Sisseton Health Care Facility design for LEED criteria. DES will complete a summation report of this evaluation and present it at the next HFAC meeting.

**CAPT Doug Ott requested that ES provide a presentation on the existing IHS design standards versus LEED and what the differences are.**

**Review of Revised Technical Handbook Chapters – Mr. Ken Harper/CAPT Michael Weaver**

The following Technical Handbook Chapters were reviewed at this meeting:

**1. Security Levels**

CAPT Mike Weaver incorporated the comments about security issues into the appropriate chapters of the Technical Handbook. He changed the security level of Medical centers to Level III. It was noted that the term Medical Centers means PIMC, ANMC, and GIMC since there is no official definition and some service units refer to their facilities as “medical centers.”

The question was asked regarding what impact this guidance would have on Tribal facilities if IHS required them to follow this guidance. It was noted most of the changes would be operational changes, not changes to the facility.

Mr. Harper stated if the HFAC agrees with the changes then we should send them to CDR Smart.

Further discussion noted that:

- the security level should be established in the POR with a further check when issuing the scope of work for design,
- security requirements were not included in the HSP, but could be addressed in the Supplemental Requirements in the PJD/POR,
- Mr. Martin’s security workgroup was mostly concerned with the staffing for security,
- Recommendations should be incorporated into the A/E Design Guide
- Level IV requires CCTV
- The Safety Officer usually performs the risk assessment; however. This is not usually done prior to the start of a project
- Not much difference between level II and III requirements

There was much discussion about the requirement for parking lot lighting to be on an emergency generator. Discussion included the purpose, whether this is a retro-active requirement, and how this requirement would be met.

There was also discussion about the definition of “control of parking areas” and what was really meant by this.

The question was asked whether this guidance applies to just new facilities or existing, whether this guidance applies only when major renovations are done.

Specific comments on the Guidance were both on page 3:

- Is there any HHS Guidance on entry security? If so, we need to link the references.
- If excluding Health Station, we may need to remove the dots on the checklist.

**The discussions did not yield any solid conclusions and CAPT Cuzme concluded that the HFAC cannot approve these recommendations as is without more clarification from CDR Smart and CDR Gefroh. It was recommended CDR Smart participate in the next HFAC meeting to continue the discussions.**

## **2. Dental Ventilation**

The dental ventilation requirements were put into the Technical Handbook format, the sketch was agreed to by Engineering Services, and there were minor modifications to note.

- Add page numbers, including the page with the sketch (Ott)
- Need Bruce Chelikowsky's signature (Harper)
- LCDR Peter Nachod is doing the transmittal memo

**CAPT Cuzme will provide a status of All Technical Handbook Chapters**

## **3. Design Criteria Standards**

The flood plain and storm water run off chapter was passed by CAPT Steve Aoyama and CAPT John Hamilton for comment and their comments were added to the current draft for review at this meeting.

It was clarified that you can build in a flood plain if proper steps are taken to mitigate.

The following comments were made:

- Add a bullet to Section D stating to contact US Army Corps of Engineers to make a determination about flood plains when a flood plain is not designated. (Ott)
- There are inconsistencies in the date of the Flood Plain Executive Order, Page 1 states 1977, Page 2 states 1987, and Page 3 states 1977. (Ott) Need to confirm date.
- Page 2, Critical Actions, not clear how 500 was designated, inpatient becomes critical, and outpatient becomes not critical. (Ott) **CDR Shortall**

**to follow up with CAPT Hamilton and include verbiage.**

- Page 6 regarding operator responsible for applying for permit, need clarification on who is actually responsible since it could be both contractor and operator, refer to CDR Govick's paper – all are responsible. (Ott, Harrison)
- Need to put this into the special conditions, Mr. Harper stated there is a workgroup meeting about Division 1 (Barber)
- Need a transmittal number (Shortall)

**The committee decided to defer approval until the above issues are addressed and a new revision can be reviewed.**

#### **4. Radon Control and Mitigation**

The HFAC committee previously passed this guidance. The guidance needs to be put into the Technical Handbook format. Mr. Harper clarified that this provides guidance and is not intended to be design criteria. The following comments were made and accepted:

- Add page numbers (Ott)
- Section C, "...all building with accessible crawlspaces..." (Ott)
- Add perforated to first sentence "...in addition perforated piping below..." (Barber/Boyce)
- Page 6 Clarify long run on sentence by splitting into 1)..., in addition 2) a).... And 2) b)... (Bowman)

**The Committee decided to accept the guidance with the noted changes and move for transmittal.**

#### **5. Applicability of Codes**

Only one comment:

- Page 1 Change "rational" to "rationale" (Ott)

**Send for Bruce Chelikowsky signature.**

#### **6. Installation of Fire Sprinklers**

Mr. Harper has the history of the sprinkler issue if anybody would like to review it. Essentially the guidance will require all new health centers to be sprinklered.

The following comments were made and accepted:

- Need clarification on Technical Handbook Chapter 24-11.2 on AHJ to be consistent with the Applicability of Codes chapter. (Bowman)

- Drop last sentence “IHS is committed...” (Harper)
- Mr. Harper and CAPT Cuzme will double check if the original decision intent is being modified.

## **7. Authority Having Jurisdiction**

The new Authority Having Jurisdiction (AHJ) policy states Engineering Services is the official AHJ for interpretation of codes since these interpretations are binding on the Agency.

**The Committee would like to see the guidance before it is final for distribution. Mr. Harper will send it to the Committee members electronically and ask for comment within one week.**

### D. New Business

- (1) New HFAC Officers – next meeting we will discuss election of new Chairperson, Vice-Chairperson, and Recording Secretary

**Gilbert Harrison volunteered to be the Recording Secretary. CAPT Cuzme will solicit nominations for the Chairperson and Vice-Chairperson positions.**

### E. Other Issues

- (1) Open Discussions

**Need a replacement for CAPT Doug Ott who will be retiring during the summer 2005. Mr. Rick Boyce volunteered to be a non-voting representative until December 2005. CAPT Cuzme will review the HFAC charter to see if this is acceptable.**

- (2) Next Meeting: Tentative Conference Call July 6????