

**HEALTH FACILITIES ADVISORY COMMITTEE (HFAC)
MINUTES FOR DECEMBER 21, 2005 AT 1200 EDT
CONFERENCE CALL**

A. Roll Call

Members Present: **CAPT Jose Cuzme, Chairperson
Mr. Tommy Bowman, Newly Elected Chairperson
CDR Darrell LaRoche, Newly Elected Vice Chairperson
CAPT Douglas Ott
Mr. Jim Biasco
Mr. Gilbert Harrison
Mr. Kenneth Harper
CAPT Keith Shortall**

Member not Present: **CDR Gary Gefroh**

Alternates Present: **Mr. Rick Boyce, Mr. Ray Cooke, Mr. Kevin
D' Amanda, CDR Brian Hroch, CDR Rick Wermers**

Visitors: **Mr. Michael Weaver, Mr. Howard Wellspring,**

B. Approval of previous meeting minutes (April 26, 2006)

Accepted with one correction. Correct date year to April 26, 2005.

C. Old Business

1. **Election Results for 2006 Chair and Vice Chair – CAPT Jose Cuzme**

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|------------------|----------------------|
| Chairperson | Mr. Tommy Bowman |
| Vice Chairperson | CDR Darrell La Roche |

Congratulation to the new officers. This will be the last meeting that CAPT Jose Cuzme will chair.

2. **New Pharmacy Design Requirements – CDR Darrell La Roche**

There is a committee in place looking at drafting Pharmacy Design Requirements. This committee consists of the following members:

CDR Gary Gefroh
Mr. Mark Strauss
Mr. Keith Cook

Mr. Paul Nimomura
Mr. Rick Orlando

This committee met on December 5, 2005. The committee looked at future survey cycles and guideline requirements. They would like to come up with a list of the requirements that must be met for the design of a Pharmacy.

A proposal of Pharmacy Design Guidelines from Paul Ninormura was submitted on October 27, 2005. Mr. Ken Harper forwarded the status of this guideline to HFAC members via e-mail. He also informed the HFAC committee of a conference call to take place with the Pharmacy staff on January 11, 2006 at 1:00 (MST). Contact person for this conference call is Mr. Robert Pittman, Pharmacy Services Director at Headquarters.

LCDR Hroch informed the committee the draft Pharmacy Design Requirements guideline would be out by February 2006.

Discussion followed on how the design guidelines would address renovating existing pharmacies as opposed to building new pharmacies or buying pre-built pharmacy units.

The following would need to be addressed:

- a. Recommendations that define when an existing pharmacy is to be renovated to meet the new design requirements and how much of those requirements need to be met. The level of risk (low to high) used in drug preparation would also need to be included in this recommendation.
- b. Analysis done to determine do we really need to do major renovation to existing pharmacies or are there other alternatives?
- c. Cost analysis of new construction, major renovation, and pre-built pharmacies needs to be done.
- d. Cost analysis to be done with regards to the maintenance of pre-built pharmacies and renovated pharmacies. What are the maintenance requirements; can in-house staff perform them?

The discussion brought up many issues that still need to be addressed. CAPT Cuzme concluded there would possibly be more to present after the meeting with the Pharmacists.

Robert Pittman to put together a cost analysis with alternatives together. Paul Nimomura will put recommendations together and present at HFAC Fort Worth meeting.

3. **Technical Handbook Chapter Update – Mr. Ken Harper**

Lee Robinson made technical writing comments and corrections. The following five chapters have been finalized by Lee and are ready to post on the web site, they are Chapters 17, 26, 30, 34, and Codes Committee Organization.

- a. **Pharmacy Design Guidelines** – pharmacy work group recommendations will be discussed at next **HFAC meeting**.
- b. **Installation of Fire Sprinklers** – Current version of HFAC decision No. 35, 111-21-4.7 – was previously approved but needs to be updated due to the 2006 NFPA code update that requires single family homes to be sprinklered.
- c. **Installation of Fire Sprinklers** – Current version of HFAC decision No. 35, 111-21-4.7 – was previously approved but needs to be updated due to the 2006 NFPA code update that requires single family homes to be sprinklered.

CAPT Michael Weaver will send out for review and comment the current version of the fire sprinkler chapter. Comments should be sent back to CAPT Weaver by January 13, 2006.

- d. **Security** 111-21-15, HFAC decision No. 33 – Mr. Jim Biasco's comments were addressed. CDR John Smart and the security work group approved the chapter. A consensus was reached via e-mail.

The issue of ID card readers was brought up. Is this covered in the chapter? CAPT Cuzme informed the committee that IHS is planning to address this issue separately.

The chapter is ready to send to HFAC members and to Lee Robison to post on the web site.

- e. **Dental** – 111-21-4.9, HFAC Decision No. 37.

Approved and ready for Bruce Chelikowsky's signature.

- f. **Radon** – 111-2.4, HFAC Decision No. 41

Approved and ready for Bruce Chelikowsky's signature.

- g. **Standby Power System Generator Selection Criteria** – 21-5.3, HFAC Decision No. 42.

There is a discrepancy between the decision posted on the web site and the decision that was approved. The decision posted does not match the AE guidelines. CAPT Douglas Ott and CDR Darrell LaRoche both agreed that decision No. 42 did match the AE Guidelines. Mr. Harper will make the correction on the WEB page with the HFAC committee's approval. CDR Keith Shortall seconded the motion.

Discussion: Mr. Gilbert Harrison stated that the scoring method used in both documents does not present a true picture for the reliable power. Pinon Health Center is an example of that. The local utility company, NTUA, stated there were no power outages in the area; therefore emergency power was not installed for the entire facility. Yet, the facility experienced an eight-hour outage. The local utility company also told Northern Navajo Medical Center that the facility was served from two electrical power grids, yet they still experienced a four-hour power outage. Mr. Harrison stated that less weight should be placed on the local utility.

Comments: CAPT Cuzme stated that the guidelines still has flexibility for the facility manager to present their case for standby power for the entire facility.

The HFAC committee approved the correction of HFAC Decision 42 posted on the WEB site to match the AE Guideline.

D. Other Issues

1. LEEDS – Mr. Ken Harper sent out an update on December 9, 2005. Mr. Gilbert Harrison moved to discuss at the next Facility Managers Meeting.

Decision to hold a one-hour training on LEEDS at the Fort Worth Meeting.

2. Update HFAC Membership on WEB Page – Mr. Ken Harper has updated the membership on the HFAC WEB page. He would like each area to review the information on the page and provide him with the following information:
 - **Date term on HFAC started**
 - **Make sure members and alternates are listed correctly (person and spelling) per area**
 - **Verify e-mail addresses are correct**

3. Facility Manager Conference – Mr. Tommy Bowman

Proposed to have a HFAC meeting in conjunction with the Facility Managers meeting in Fort Worth.

The next HFAC meeting is to be held on Monday February 13, 2006 at 2:30 pm at the Stockyard Hotel.