

**HEALTH FACILITIES ADVISORY COMMITTEE (HFAC)
MINUTES FOR February 13, 2006
Fort Worth, Texas Meeting**

A. Roll Call

Members Present: **Mr. Tommy Bowman, Chairperson
CDR Darrell LaRoche, Vice Chairperson
Mr. Gilbert Harrison, Recording Secretary
CAPT Jose Cuzme
Mr. James Biasco
Mr. Kenneth Harper
CAPT Keith Shortall**

Members Not Present: **CDR Gary Gefroh**

Alternates Present: **CAPT Michael Weaver, Mr. Rick Wermers,
Mr. Howard Wellspring, Mr. Kevin D'Amanda,
CDR John Smart, Mr. Mike Jensen**

B. Approval of the previous meeting minutes (December 21, 2005)

Accepted, with corrections submitted. Corrections made between members, alternates and visitors listed. Correct name spelling of Lee Robison's name. Delete duplicate paragraph on fire sprinklers.

C. HFAC WEB Page Update – Ken Harper

- (1) **HFAC Member names, addressed and date of terms were updated.**
- (2) **A link was established, on the first page of the HFAC Website, to the HFAC Charter.**
- (3) **Update was to be made on Decision #42 but in reviewing the paper work Mr. Harper determined he had no authority to make any changes to the decision. He has submitted for the authority and will update the decision once he receives the authority.**

No comments were made.

D. HFAC Decision Update – Ken Harper, Michael Weaver

- (1) **Michael Weaver has submitted a one-page summary of the decision status. Summary page attached.**
- (2) **All decisions are in Lee Robison's hands and will be put on the HFAC Web page. James Biasco will work with Lee to get two decisions a week posted to the Web page.**

Discussion was held in what is involved in finalizing and posting the decisions to the HFAC web page. What is the time involved in reviewing approved decisions? Can the decisions be sent to Lee concurrently for him to review? James Biasco stated it is probably not feasible for Lee to review all decisions prior to approval. James will look at what can be done to get all decisions posted on Web.

- (3) **Chapter 87-1 Asbestos Management – approved in 1993**

Discussion: CDR LaRoche asked if there were changes in the requirements since the document was approved? Are we using the FOH document?

The FOH Guidelines were sent out in December 2005. The Environmental Steering Committee will be adopting these guidelines. Will the FOH Guidelines supercede? The FOH Guidelines are in the Green Book, which Steve Ioyouma is completing.

Recommendation: CAPT Cuzme recommended that the FOH Guidelines and the EPA Requirements for Asbestos Management would need to be cross-referenced and verify the FOH Guidelines are in compliance with EPA requirements.

The Environmental Steering Committee will adopt the Asbestos/FOH Guidelines and the HFA Committee would then adopt the same guidelines.

The Asbestos Management Plan will be cross-referenced, clarified and finally adopted.

- (4) **Chapter 87.3 – Refrigerants Management Plan – approved in December 1992**

Discussion: Kevin D'Amanda recommends we refer this to the Environmental Steering Committee. The 1993 document is not a current document. The FOH is to supplement Chapter 87.

Recommendation: Let the current refrigeration Management chapter stand. Do not post. Mr. James Biasco recommended that the chapter be sent back to the Environmental Steering Committee for review, updated to meet current JCAHO standards and sent for approval.

(5) Security Update

CAPT Cuzme stated there is a universal policy coming out from HSPD. The policy will be discussed Thursday at the Facilities Management Meeting. Nick will update at that presentation. The policy will need to be implemented within two years.

Recommendation: Issue separately via a circular. The card reader, smart card is coming.

(6) New Pharmacy Design

Mr. Ken Harper sent out an e-mail on February 8, 2006 listing the physical requirement. CDR Gefroh sent out an e-mail on February 9, 2006 that also lists requirements.

Discussion: There is no cost analysis included in the guidelines, in installing a fume hood vs. construction a new pharmacy with the new guidelines. There is no consensus with the engineers and the pharmacists on the guideline for pharmacy.

There are also, changes coming out in March 2006 that will affect the Pharmacy standard.

Recommendation: The committee agreed there was still work to be done on the pharmacy standard. The standard should be written with two types of implementation in mind, new pharmacy construction and existing pharmacy departments.

The standard for existing pharmacy's should have a methodology that determines what needs to be done to bring the pharmacy into compliance with the new JCAHO code. There should be a list of factors or decision matrix that determines when you would build a new pharmacy, buy a pre built pharmacy or buy a glove box. A cost analysis should also be included in the standard.

The committee should meet with the head of IHS Pharmacists, ADR Robert Pittman to reach an agreement on the pharmacy standard. The standard should be a standard that both the engineers and the pharmacist are in agreement.

E. Other Issues

(1) Open Discussions

- (a) HFAC Member – replacement for Doug Ott

Issue: A tribal member is Doug Ott’s alternate. Is it allowable for a tribal member to be on the HFAC Committee?

By the HFAC Charter, it is allowable for a Tribal member to be a member of the HFAC committee. The charter does not state how the tribal member is elected to the board or if he is a voting member. The charter also does not state how their travel would be paid for.

Question: Do we want a tribal member on the HFAC Committee? What are we trying to accomplish by having a tribal member on the committee? What would the criteria be for the tribal representative? What would the qualifications be?

Discussion: A Tribal member is warranted. Many of the 638 programs are operating in government owned buildings and the government is still liable for all requirements being met.

CAPT Cuzme stated that the HFAC Committee is an open meeting and anyone can be invited to attend. CAPT Cuzme also stated there is precedence for tribal members travel to be paid, FAAB.

Recommendation: It was decided that the FAAB will be the HFAC committees avenue for consultation with the tribes. Mr. Jim Biasco will look into reasons to confirm tribal members on the HFAC Committee with other Headquarter committees.

The HFAC Charter does not need to be amended.

- (b) LEED – Joe Bermes

Joe Bermes will present on LEED this week during the Facilities Management meeting. He has a handout that shows what is evaluated to determine if a hospital meets the basic level of LEED.

HFAC would like a cost analysis done to meet basic level of certification of LEED. Can IHS meet the basic level of certification with the current Facilities budget or how much will it cost to become basic level certified.

- (c) Metric – Ken Harper

Engineering Services Dallas has developed a paper on metric, hard and

soft metric. The paper is going up to the department to get their input.

Discussion: The requirement of all construction to go metric is causing problems. In many cases it costs more money for construction since the industry has not gone metric. The paper addresses many of these issues. We will wait for feedback from the department.

(d) Next Meeting

**April 5, 2006, Wednesday
12:00 p.m. (EST)**

**CAPT Jose Cuzme motioned to adjourn meeting.
CDR John Smart seconded the motion.**

Meeting was adjourned at 4:00pm.