

**HEALTH FACILITIES ADVISORY COMMITTEE (HFAC)
MINUTES FOR APRIL 5, 2006
CONFERENCE CALL**

A. Roll Call

Members Present: **Mr. Tommy Bowman, Chairperson
CDR Darrell LaRoche, Vice Chairperson
Mr. Gilbert Harrison, Recording Secretary
Mr. James Biasco
CDR Gary Gefroh**

Members Not Present: **CAPT Jose Cuzme
Mr. Ken Harper
CAPT Keith Shortall**

Alternates Present: **CDR Rick Wermers, CDR John Smart**

Guests: **Mr. Joe Bermes
Mr. Nick Provost
Mr. Don (?)
Mr. Frank Martin**

B. Approval of the previous meeting minutes (February 13, 2006)

Minutes accepted as drafted.

C. Old Business - Updates

(1) **Handbook Chapter – Jim Biasco**

Jim Biasco e-mailed the Status of Active Hand Book Chapters.

Lee Robison is the only person reviewing and editing the chapters. He has committed to reviewing two chapters a week. He knows the importance of getting the Chapters edited and ready for signature. In the edit process Lee makes sure the Chapter makes sense to non-engineers and to any other person that picks up the document.

Question: What is the process for getting Chapters approved? Lee does the edit and sends to Bruce for review of the final product. It is not know if

Bruce does another review and edit of the Chapter. Bruce approves the final product with his signature.

Jim Biasco will get together with Lee to ensure that two Chapters, are edited and passed on for approval, are completed a week.

(2) **Security -**

During the last discussion of security it was decided that the committee would rely on the HSPD policy.

Security in the HSPD is still in the planning process per Don (?). The security standard that is developed will be geared towards the space and staffing needed for a security program per Frank Martin.

There is a Security Chapter received from Michael Weaver. This Chapter is on Bruce's desk waiting for approval and signature. The Chapter does not give direction on what type of security system to buy or the standards of the building requirements.

Discussion:

- a. Security Standard for new facilities should include a technical chapter and recommendation on what the security requirements are.

Security standards will be addressed for new facilities.

- b. What are the standards for existing facilities? Are existing facilities to be upgraded to meet the new facility security standards? Is there to be funding advised to cover the cost of renovating and implementing the new security standard?

Jim Biasco – There will be no funding advised by headquarters to implement the security standard. The last security standard that facilities were to meet was issued in 2000. This was a very basic standard and most, if not all, of our facilities meet. There has been no requirement to meet the new DOJ guidelines.

(3) **Pharmacy Standards**

The Pharmacy Committee was formed out of Navajo with CDR Gary Gefroh. CDR Gefroh recommends that the HFAC committee wait until the USP issues it's revised draft sterile compounding requirements in May 2006.

Discussion:

Pharmacy – Outsourcing? Not feasible for many locations because of location and other requirements.

Glove box vs. Hood? - Is it easier to maintain the glove box equipment than a building system?

CDR Darrell LaRoche – develop a decision tree, with the Pharmacy Department, on when to implement a glove box or renovate the pharmacy.

CDR Gefroh - The Pharmacy Department needs to answer questions to determine what should be used. As a minimum requirement the Pharmacy should meet the following requirements: smooth epoxy painting, hard ceiling, sheet vinyl flooring and meet Class 7 Air Standard.

Mr. Tommy Bowman – Is there anything HFAC needs to address?

CDR Gefroh – No, cannot recommend or make a decision until USP comes out with their draft in May.

Decision: Wait until May 2006 until making final recommendations or decisions.

4. LEED – Joe Bermes

A cost analysis is to be done on the cost to meet basic level certification to be done. Life Cycle Cost is the next important step. Joe Bermes will have the final report, cost analysis, complete by the end of May 2006.

We, IHS, are going to implement LEED. The new Kayenta Health Center is to implement LEED. The things we need to ask are:

- a. What is the cost?
- b. What do we need to attain?

We, IHS, also need data to support request for budget increase. Three things that need to be developed:

- a. Estimate of budget increase.
- b. Selection Criteria for solicitation of an architect/engineering firm.
- c. Capture LEED requirements in the scope of work for both the architect during design and the contractor during construction.

Decision:

What are the LEED credits we are pursuing.?

Prioritize credits.

Cost to implement basic level of LEED.

LEED Work Group formed to write scope of work for A/E. A/E will be tasked to do a LEED evaluation report. They will recommend what LEED level to pursue and develop a cost analysis. This will all be included in a submittal from the A/E.

Mr. Hank Payne

Mr. Shuresh Shah

Mr. Pedro Valverde

Mr. Mike Young

Mr. Gilbert Harrison

Task of the LEED Work Group:

- 1. Develop a generic scope of work for the A/E selection criteria.**
- 2. Develop a generic cost estimate for each level of LEED to be achieved.**

LEED Level	Cost Increase
ie. Basic	2 – 5%
Silver	?
Gold	?
Platinum	?

Summary: An increase of 5% to the new facility budget will be enough to meet the basic level of LEED certification.

5. Metric – Mr. Jim Biasco

The position paper on metric was kicked to the department level. Mr. Jim Biasco is not sure if the paper has gone to RADM Gary Hartz for approval/signature. The paper is letting the department know how we will implement or not implement metric in new construction.

Jim Biasco will verify the following the status of the paper, if it has been edited by Lee and signed by RADM Gary Hartz.

6. Old Business

- a. Tribal Representative on the HFAC - Jim Biasco**

There was only one other committee that had tribal representation and it was an Area committee.

Decision: Let the FAAB be the tribal representation for the HFAC.

7. **New Business**

a. **Computer Room Fire Protection Requirements**

Question: Albuquerque Area spent a lot of money on computers and equipment. The Albuquerque Area IT personnel would like more fire protection for this equipment. They would like to get rid of the wet pipe fire protection system. They feel if the wet pipe system were to go off it would ruin their equipment. They would like to install an independent fire protection system, other than the wet pipe fire protection system, for their computer equipment room.

Code requirements need to be identified to back up the use of the wet pipe fire protection system. The fire protection system is installed to protect life and to protect the building so that people can get out of the building. It is not there to protect equipment.

Decision: A committee of CDR Darrell LaRoche, and CDR Gary Gefroh will investigate the need for a technical handbook chapter or if the current standards provide enough guidance.

8. **Any Other Business? No**

9. **Next Meeting: July 12, 2006 Wednesday
 12:00 pm CT**

10. **Conference Call adjourned at 11:05 a.m.**

**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**

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

Accepted

C. Old Business

(4) 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.

(5) 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????