

HEALTH FACILITIES ADVISORY COMMITTEE (HFAC)

Meeting Minutes

April 16, 2007, 4:00 pm

Best Western Inn & Suites

Farmington, New Mexico

1. Roll Call:

Chairman:	Mr. Tommy Bowman	P		
Vice Chairman:	CDR Darrell LaRoche	P		
Members:	CAPT Jose Cuzme	P	CDR Gary Gefroh	PT
	Mr. Jim Biasco	P	Mr. Gilbert Harrison	NP
	Mr. Ken Harper	NP	CAPT Keith Shortall	P
Alternates:	CDR Candace Tsingine	P	Michael Weaver	P
	Howard Wellspring	P		
Guests:	Mr. Joe Bermes	P	Mr. Steve Aoyama	PT
	Mr. Brian Hogan	PT	Mr. Paul Ninomura	PT
	CDR Dale Mossefin	P	Mr. Rick Boyce	P

[P – Present NP – Not Present PT – Present by Telephone]

2. **Approval of January 25, 2007 Meeting Minutes:** James Biasco moved to approve the January 25, 2007 Meeting Minutes. Motion was seconded by Keith Shortall. Motion passed without objection.

3 Old Business:

a. Technical Handbook Chapter Updates by Michael Weaver.

Weaver handed out “Technical Handbook Update Listing” dated 4/13/2007 and reviewed current status.

- i. The following Technical Chapters have been posted to the webpage but are not viewable due to an IT “glitch”: 21-2.4 and 21-4.9 (Radon and Dental Ventilation).
- ii. Weaver reported Chapter 24-2 required more work per Lee Robinson.

b. Pharmacy Standards by Gary Gefroh. Very lengthy discussion, some of the highlights of that discussion are presented below:

- i.** Paul Ninomura reported he maintained the same pharmacy standard content but converted it into the Technical Handbook format and provided 2 new sketches. One was for a “clean room” and the other portrayed a scenario whereby the user did not want the additional facility upgrade for a hazardous drug preparation room. The sketch of the “clean room” was a revision of an earlier sketch; the change was the relocation of a door. References to AIA Healthcare Facility Guide were updated from 2001 to 2006 edition.
- ii.** Brian Hroch and Gary Gefroh developed a “decision tree”. Gary reported he complied with James Biasco’s guidance of “rigid but flexible” decision tree. There was discussion as to whether this “decision tree” should be attached to this Pharmacy Standard Technical Chapter. Paul suggested this “decision tree” should be in the planning and design chapter of the Technical Handbook. James disagreed and explained why this “decision tree” should be an appendix because it keeps related issues in a centralized document.
- iii.** Jose Cuzme stated he needed to coordinate the pharmacy standard with Robert Pittman, Chief Pharmacist at HQS.
- iv.** James was concerned whether facility managers have the staff and resources to maintain a clean room. He noted that maintenance was not addressed in the proposed pharmacy standard. James stated facility managers had 2 choices to maintain the clean room (i.e., in-house staff or contract service).
- v.** Jose requested the issue of cost be part of the Technical Handbook. James suggested cost be included in the “decision tree”. He, also, indicated the construction cost will greatly vary based upon existing condition.
- vi.** There was general agreement that clean rooms were needed for high risk situations. It was clarified that The Joint Commission did not mandate clean rooms. James recommended work continue work on the pharmacy standard and to be ready when USP 797 is required. Meanwhile, the draft standard should be used as an interim guidance.
- vii.** Darrel LaRoche asked if workload numbers were used to define low, medium, or high risk. The response was that it was a judgment call. Gary stated he will ask pharmacists for workload numbers in his questionnaire and ask for comments to be returned within 2 weeks.
- viii.** HFAC took no action pending further coordination and development of the standard.

c. Metric Update by Joe Bermes.

- i.** Joe reported that his draft technical chapter was essentially the same as the white paper. He added a paragraph to the background section and a table to determine when metric would be required or optional.
- ii.** Tommy Bowman asked Joe to distribute his draft chapter.

- d. Sustainability Update by Joe Bermes.** Joe provided 2 handouts – “Federal Sustainability Guidance Matrix” dated 4/5/2007 and “ID 197 Sustainability” no date.
- i. Joe reported that the draft chapter recommends LEED for projects over \$10 M and Green Globe for projects under \$10 M.
 - ii. Joe revised the energy paragraph in the “A/E Design Guide” to a separate section on sustainability. Extensive discussion took place centered on ensuring required efforts are made for compliance with new requirements versus focusing on exemptions.
 - iii. Jose asked if the draft included surveillance and inspection to verify compliance. No reply was made.
 - iv. Joe asked “how much to push back” on department policy (i.e., life cost analysis should be based on “feasibility” or “practicality”). Tommy replied that the HFAC needs to determine the level of compliance.
 - v. Joe explained his Federal Guidance Matrix and stated the draft ID 197 for the A/E Design Guide will be edited by end of April and presented to the HFAC for approval before the June 1 target date for approval.
 - vi. Tommy asked Jose how we were reporting to HHS on sustainability compliance. Jose replied no report has been established; however, contracting has a recycling report that was completed in March 2007.
- e. Computer Room Fire Protection Update.**
- i. No update was provided
 - ii. Gary said NFPA 75 required sprinklers and that computer rooms should also have sprinklers.
 - iii. Darrel suggested placing this issue in the sprinkler chapter (24-11) of the Technical Handbook rather than create a new separate chapter.
 - iv. The HFAC agreed to clarify sprinklers in computer rooms in the existing Chapter 24-11. And that the clarification shall not go “above and beyond” the NFPA Code. Michael Weaver to follow up and provide the HFAC with the updated chapter.
 - v. Darrel will strive to get on the IT meeting agenda to brief them on requirements for sprinkler systems.
- f. Metering Workgroup Update by Joe Bermes.**
- i. Joe reported that he completed a draft technical specification for electrical metering and not a technical handbook chapter. Tommy instructed Joe to distribute the specification to Area Facility Managers for comment with a goal to finalize specification by mid-May.
 - ii. Joe asked if this specification should be added as an appendix to the A/E Design Guide. No response.

4. New Business:

- a. Ergonomic design for IT equipment.**
- i. Gary asked if the A/E Design Guide may include a provision to consider ergonomic design for placement of IT equipment in workstations. He cited an example of

computer monitors being installed in less than desirable locations such as directly above sinks.

ii. Tommy explained that the Service Unit or Area Office procures IT equipment and that locations are not designed by the A/E. However, he suggested this issue could be added to the HSP room templates. Jose asked that this be an action item.

b. Plenum returns vs. ducted returns.

Howard Wellspring stated an upcoming issue is a policy regarding return air plenum vs. ducted air returns for contagious disease control. Tommy stated no information has been presented to the HFAC; therefore, this issue is tabled until it is presented by Paul Ninomura or Suresh Shah.

5. Next Conference Call: Tommy Bowman stated the next meeting will be by conference call in July. No specific date was scheduled.

6. Adjournment. Gary Gefroh made motion to adjourn. James Biasco seconded. Motion passed.

Approved Minutes