

HEALTH FACILITIES ADVISORY COMMITTEE (HFAC)
MEETING MINUTES

April 29, 2009, 5:00 p.m. (Pacific Time)
Meeting in Seattle, WA

Roll Call:

Chairman: Mr. Tommy Bowman X

Vice-Chairman: CAPT Keith Shortall X

Members: CAPT Jose Cuzme X CAPT Dale Mossefin X
Mr. Jim Biasco X CDR Brian Hroch X *
Mr. Ken Harper X CDR Mat Martinson X

Executive Secretary: Mr. Howard Wellspring X

Alternates: CAPT Rick Wermer, CAPT Michael Weaver, and Mr. Joe Bermes

Guests: CDR Darrell LaRoche *, Mr. Rick Boyce

* Participated by conference call.

Quorum Requirement per Technical Handbook Chapter 4-1: "A quorum consists of at least 50 percent of the HFAC voting membership. A person attending as sit-in representative of another member shall not be counted in determining the quorum requirement and cannot vote."

Approval of the previous meeting minutes:

- Jim motioned to approve the Feb 26, 2009 minutes (Atch 1) without revisions. Keith seconded motion. **Motion to approve Feb 26, 2009 meeting minutes passed without objection.**
- Brian motioned to approve the Mar 30, 2009 minutes (Atch 2) without revisions. Jose seconded motion. **Motion to approve Mar 30, 2009 meeting minutes passed with one abstention by Mat.**

Old Business:

- Revised Chapter 21-15 Security. (Atch 3).
 - Darrell stated he combined the comments made during the conference call on March 30 and the markups provided by Jim. Jim stated most of his markups were just formatting and moving sentences around.
 - Brian commented that he liked Darrell's revised draft and that it expanded to include physical security and homeland security.
 - Rick W. suggested better guidance is needed regarding new construction.
 - Rick B. requested clarification of renovation versus non-renovation projects. Ken replied that the 3d paragraph on page 1 already states that

- this chapter is applicable to projects with a PJD. Jose commented that this should read, “approved PJD”.
- Dale, also, requested more clarification regarding renovation. Brian said he thought other technical chapters addressed the scope of renovations. Dale asked if he alters only a part of a security system, then will he be required to upgrade the entire security system. Ken and Tommy replied that depends upon the extent of the alteration and the application of the building code.
 - Joe asked if this chapter is intended to apply only to new projects with an approved PJD and/or POR. Ken replied yes but Jim voiced disagreement. Jim wants one chapter to address both new construction and renovation projects. The group consensus was to delete “new” from the chapter title and content to eliminate confusion that the scope of this chapter does apply to renovation projects.
 - Brian read from the Technical Handbook Chapter 24-2 Applicability of Life Safety Codes, Model Building Codes, and Other Standards, “*Code requirements for minor renovations are noted below. Although efforts should be made to satisfy the criteria for the last published code during minor renovations of existing structures or equipment, it is recognized that such modifications may be technically infeasible, or might impose undue hardship because of structural, construction, or dimensional difficulties. The AHJ shall determine the applicability of codes in these instances.*” Jim suggested including this portion in Chapter 21-15 to clarify the limits of renovation but strike “AHJ” from the sentence.
 - Keith asked Darrell if the security team leadership included locally designated officers. Darrell replied IHS-trained Physical Security Specialist or headquarters trained officers.
 - Dale asked for federally-own and tribally-operated facilities should the security assessment team include tribal representative. And what constitutes the IHS training.
 - At the top of page 2, Tommy suggested combining the first two sentences into one sentence for simplicity for the A/E.
 - Jose and Ken suggested adding a paragraph to cover renovations without a POR.
 - Darrell summarized the requested changes to include adding a paragraph on renovations and editing of the title and content.
 - Tommy stated this chapter was not urgent but would be brought before the HFAC at the next meeting.
- Chapter 70-7 Maintenance Standard. (Atch 4).
 - Prior to the HFAC meeting, the draft Chapter 70-7 was presented to the Facility Managers during their meeting for discussion. The Facility Managers’ consensus was to adopt this draft Chapter 70-7. But there was concern as to how this Chapter would be provided to the Areas given that the majority of the content referred to specific sections from the International Property Maintenance Code which is a copyrighted document.
 - All HFAC members were present during the above discussion except for Brian. Tommy asked the HFAC members if any further discussion was

necessary. The only further discussion was the continuation of how this chapter will be packaged to avoid any conflict with the copyright laws.

- Michael asked Jim to verify the extent of the copyright. Howard suggested asking the publisher for permission to copy their code. Mat suggested buying several copies of the Code for each Area.
- Mat motioned, “Adopt Chapter as written with the caveat operating within the confines of the intellectual property law” (i.e., copyright). Jim seconded the motion. **All members concurred except Keith, who opposed adoption of this chapter.**
- Technical Handbook Update List. (Atch 5).
 - Michael updated the HFAC on the status of various draft chapters by handing out the Technical Handbook Update List. No comments were made.

New Business:

- Technical Handbook processing and HFAC charter.
 - Keith remarked that the committee received Jim’s marked-up comments to Technical Handbook Chapter 4-1 too late to adequately review. Tommy suggested tabling this new business until the next meeting. No one voiced any objections; therefore, discussion on the HFAC charter will be postpone until the next meeting.

Action Items:

- Darrell will re-word draft Chapter 21-15 to clarify the effective point of those projects currently in the pipeline that will become required to comply with this chapter and the following suggested edits:
 - Delete the word “new” from the title and body of the chapter so as not to limit scope to only new construction.
 - Paragraph B Scope, first line after “*IHS facilities construction*” add, “*which have not initiated design*”.
 - Combine the first two sentences at the top of page 2.
 - Clarify the qualification for IHS-trained Physical Security Specialist.
 - Clarify applicability to federally-owned and tribally-operated facility.
- Jim will research the restrictions imposed by copyright laws regarding the format of incorporating applicable portions of the International Property Maintenance Code into the adopted Technical Handbook Chapter 70-7 Maintenance Standard.

Next Meeting: Thursday, July 16, 2009 at 12:00 p.m. (EDT) via conference call.

Adjournment: Dale motioned to adjourn. Brian seconded motion. **Motion to adjourn passed without objections.**

Attachments:

1. [Feb 26, 2009 Meeting Minutes \(Approved\)](#)
2. [Mar 30, 2009 Special Meeting Minutes \(Approved\)](#)

3. Draft Chapter 21-15 Security

**CHAPTER 21-15 – DETERMINATION OF PHYSICAL SECURITY
REQUIREMENTS FOR USE IN THE DESIGN OF NEW
FEDERAL FACILITIES**

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INTRODUCTION

Purpose

The purpose of this chapter is to describe the process for integrating physical security requirements into the planning and design of new IHS facilities and staff quarters. The IHS Emergency Services (ES) Staff in the Office of Clinical and Preventive Services (OCPS) is responsible for leading the effort to determine the physical security requirements.

Scope

This chapter applies to all new IHS facilities construction; and to IHS renovation, and/or alteration of facilities and staff quarters.

This chapter addresses the process for determining physical security requirements to mitigate potential terrorist attacks and crimes against people and property. The determination of the Facility Security Level is first addressed in the Program Justification Document (PJD) and is the basis for developing the physical security requirements identified and approved in the Program of Requirements (POR).

Determination of Physical Security Requirements

The Emergency Services (ES) Staff has established a process, based on an accredited format, to conduct physical security assessments at Agency structures to include Critical Infrastructures and Key Resources. Based upon the assets to be protected and sound security practices, ES has identified various types of security measures which could be used to counter potential vulnerabilities.

Initially, the Facility Security Level will be determined using the Interagency Security Committee (ISC) Standard, *Facility Security Level Determinations for Federal Facilities*, dated February 21, 2008, and included in the PJD.

During the development of the POR, a physical security assessment will be completed to determine the physical security requirements that should apply to the facility. The results of this assessment will be the physical security requirements that need to be met for the facility and will become the design intent provided to the architect/engineering (A/E)

designers. The designer is required to comply with all security provisions approved in the final POR. If an adjustment in the Facility Security Level is needed after the assessment, it will be reflected in the POR.

Questions regarding site specifics of the security assessment should be directed to the IHS Emergency Services Staff or designated representative.

PHYSICAL SECURITY ASSESSMENT PROCESS

General

The physical security assessment process uses the most current guideline issued by Emergency Services for conducting physical security assessments. In general the assessment consists of:

- Determining the Facility Security Level
- Identifying assets to be protected
- Conducting a threat assessment to determine the most likely threats to security
- Identifying vulnerabilities to the likely threats
- Developing a set of physical security requirements to mitigate the risks to an acceptable level

The physical security assessment addresses measures such as:

- Perimeter Security
- Entry Security
- Interior Security
- Functional Area Security
- Building Envelope
- Utilities
- Security Systems
- Lighting

Assessment Team

The key to a successful security assessment is including the proper people needed to complete the different sections of the assessment. Prior to the start of the security assessment an assessment team should be identified with an IHS-trained Physical Security Specialist as the team lead. The team could be composed of:

- Physical Security Specialist
- Local Executive Staff
- Local Clinical Staff
- Risk Manager
- Safety Officer
- Facilities Manager/Engineer

- Local Emergency Manager
- Local Law Enforcement
- Federal Protective Service

4. Chapter 70-7 Maintenance Standard

CHAPTER 70-7 MAINTENANCE STANDARD

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Introduction

Purpose.

To provide overall guidance as to the condition at which Indian Health Service (IHS) facilities should be maintained.

Background.

Although IHS provides guidance on facility assessments, tracking of deficiencies, assigning work priorities, raising Condition Index (CI), etc., the IHS has previously provided no overall guidance/standard/benchmark considered the minimum acceptable maintenance level. IHS healthcare buildings tend to be maintained to accreditation standards. However, these standards do not cover all IHS buildings, facilities, or structures or all issues.

Guidance/standards/benchmarks relating to maintained condition are difficult to develop because terminology such as ‘as new’, ‘to meet current standards’, ‘in working order’ can be interpreted as exceedingly high or low maintenance conditions. The struggle was to find guidance that was easily understandable to all, chief executive officers, facility managers, etc., to explain the IHS operations and maintenance level expected.

Guidance.

The IHS will use the International Property Maintenance Code©, current edition, as the framework for the maintenance standard of IHS facilities. The intent of using this standard is to outline the minimum standards to which IHS facilities are maintained to ensure that they are safe, clean, habitable, and in an adequate condition to support health care and IHS functions.

Applicability

The International Property Maintenance Code© provides broad property maintenance standards. Sound judgment, common sense and flexibility should be used when interpreting the document. Not every provision is applicable to IHS, but as a whole the document provides sound guidance and the framework for an efficient and effective

maintenance program. Additionally the code in general is understandable to all in explaining a level of condition and is an accepted standard. Specific sections to be used as guidance by IHS staff are detailed in Attachment 1. Other sections are not to be used.

The requirements contained in the International Property Maintenance Code© are not meant to be prescriptive. The underlying principles associated with these requirements are consistent with sound maintenance practices. The application of these standards may differ from one facility to another due to such matters as local regulations, age and condition of facilities, future plans, staff resources, needs of the service unit, etc.

It is not the intent to go beyond operation and maintenance issues and drive or create remodeling projects to comply with the letter of the guidance. It will not be interpreted as code.

Additional funding should not be required to implement these standards as its scope already falls within the context of how Area Offices and service units are maintaining their facilities.

Deficiencies related to this guidance should be entered in the Facilities Engineering Data System (FEDS).

Responsibilities

Division of Facilities Operations, Office of Environmental Health and Engineering, will periodically review the applicability of these standards to ensure that they provide practical guidance to the area offices, service units and installation staffs.

Area Offices and service units are responsible for the efficient and effective maintenance of their real property using the International Property Maintenance Code© as the standard.

ATTACHMENT 1

ADOPTED SECTIONS OF THE INTERNATIONAL PROPERTY MAINTENANCE CODE©

Chapter	Title	Use	Section(s) not to be used
1	Administration	No	
2	Definitions	Yes	
3	General Requirements	Yes	304.14, 306, 308.2, 308.3, 308.4, 308.5
4	Lighting, Ventilation and Occupancy Limitations	No	
5	Plumbing Facilities and Fixture Requirements	Yes	502, 503
6	Mechanical and Electrical Requirements	Yes	602
7	Fire Safety Requirements	No	
8	Referenced Standards	Yes	

5. Tech Handbook Update Listing