

**HEALTH FACILITIES ADVISORY COMMITTEE (HFAC)**  
**MEETING MINUTES**

**July 23, 2009, 12:00 P.M. (Eastern Time)**

**Roll Call:**

Chairman: Mr. Tommy Bowman

Vice-Chairman: CAPT Keith Shortall ( )

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

Executive Secretary: Mr. Howard Wellspring

Alternates: CAPT Michael Weaver, Mr. Joe Bermes

Guests: CAPT Kevin Molloy

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.** Mat motioned to approve the Apr 29, 2009 Meeting Minutes (Atch 1) without revisions. Brian seconded motion. **Motion to approve previous meeting minutes passed without objections.**

**Old Business:**

- **Discuss revised Chapter 21-15 Security. (Atch 2)**
  - Reference paragraph 21-15.2.A, 3d bullet, Brian asked if the threat assessment included historical crime incidents. Kevin replied affirmative.
  - Tommy ran down the "Action Item" list from the previous meeting minutes to verify if the revised chapter had incorporated the suggested edits. 3 of the 5 items had not been incorporated. One of those items was Dale's request for clarification of the qualification for "IHS-trained Physical Security Specialist". Because Dale was not present Howard raised Dale's concern. Kevin replied that inserting the qualifications into this chapter was beyond the scope of this chapter and over time many changes may occur. Howard suggested to add a reference to this security document but Kevin felt that was not necessary. Tommy and Mat stated they were "okay" without this clarification.
  - Ken motioned to approve the revised Chapter 21-15 as is. Jose seconded the motion. **Motion to approve Chapter 21-15, as is, passed.**

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TECHNICAL HANDBOOK FOR  
ENVIRONMENTAL HEALTH AND ENGINEERING  
VOLUME III - HEALTH CARE FACILITIES DESIGN AND CONSTRUCTION  
**PART 21 - DESIGN CRITERIA AND STANDARDS**

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

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**21-15.1 INTRODUCTION**

**A. Purpose**

The purpose of this chapter is to describe the process for integrating physical security requirements into the planning and design of 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.

**B. 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. For new construction, 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). For projects not requiring a PJD and POR, the Facility Security Level should be addressed in the Project Summary Document (PSD).

Although efforts should be made to satisfy the latest physical security requirements 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. An IHS Physical Security Inspector or Physical Security Specialist shall determine the applicability of requirements in these instances.

**C. 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

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Resources. Based upon the assets to be protected and sound security practices, ES Staff 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 or PSD.

The physical security assessment will be completed to determine the physical security requirements that are to be met. All security provisions approved in the final POR or PSD should be complied with. 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.

#### **21-15.2 PHYSICAL SECURITY ASSESSMENT PROCESS**

##### **A. 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

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**B. 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 Inspector or Specialist as the team lead. The team could be composed of:

- Physical Security Inspector/Specialist
- Local Executive Staff
- Local Clinical Staff
- Risk Manager
- Safety Officer
- Facilities Manager/Engineer
- Local Security Manager/Staff
- Local Emergency Manager
- Local Law Enforcement
- Federal Protective Service

**CHAPTER 1 - HEALTH FACILITIES ADVISORY COMMITTEE**

4-1.1 DEFINITION, SCOPE AND PURPOSE..... (4-1) 1  
4-1.2 COMMITTEE MEMBERSHIP AND METHOD OF OPERATION ..... (4-1) 2

**4-1.1 INTRODUCTION**

This chapter of the Technical Handbook describes the Indian Health Service (IHS) Health Facilities Advisory Committee (HFAC). The Health Facilities Advisory Committee is an interdisciplinary body of nine professionals, versed in matters related to the design, construction, operation and maintenance of health facilities and facilities in-general. The body advises the Director of the Indian Health Service Office of Environmental Health and Engineering, and the recommendations are recorded through the Technical Handbook for Environmental Health and Engineering (OEHE Technical Handbook) and through occasional Technical Memoranda when appropriate. The HFAC operates in a senior staff capacity, as it identifies and establishes best-practices, standards and guidelines for the Agency to utilize in planning, design, construction and operation and maintenance of facilities. The HFAC does not substitute for the authority and priorities of the Area Directors over Area program management. The HFAC does not establish IHS management and/or operational policy. It describes the purpose of the HFAC, membership requirements, and the process related to HFAC activities. The work of the HFAC is unending as it will be necessary to continuously review new technologies and requirements, determine their applicability to IHS, and make recommendations for technical standards relative to the planning, design, construction, operation, and maintenance of health care facilities and staff quarters. As this information is developed, it will be issued to the appropriate part of the Technical Handbook for Environmental Health and Engineering. The HFAC operates in a staff capacity, and does not substitute for line management or in any way exercise the prerogatives of the operating programs.

- A. Background - The IHS Division of Facilities and Environmental Engineering (DFEE) Office of Environmental Health and Engineering (OEHE) is charged with implementing the planning, design, construction, operation, and maintenance programs for health care facilities and staff quarters serving American Indians and Alaska Natives as authorized and funded by the Congress. This requires coordination and communication among many different disciplines to stay current with changes in technology, medical equipment, model codes, and federal/state and local technical requirements. Because of the unique nature of IHS health care facilities (e.g., remote locations, cultural sensitivity, etc.), the model codes and standard practices of the regular government entity often do not adequately address all issues. These are the types of matters brought before the HFAC for evaluation and resolution.
- B. Purpose - The HFAC is established for the purpose of reviewing, evaluating, developing, and issuing technical criteria requirements used in the planning, design, construction, operation, and maintenance of IHS health care facilities and staff quarters. The HFAC's major thrust is in developing generic standards to provide continuity and consistency in IHS health care facilities. The standards will minimize the need to "reinvent the wheel." Recommendations by the HFAC will be documented and based on past experience,

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sound judgment, deductive risk management, and suitability for standardization in the IHS arena. ~~The HFAC is not intended to manage program policy or guidance under the purview of the various programs or other established committees. The HFAC operates in a staff capacity, and does not substitute for line management or in any way exercise the prerogatives of the operating programs. Management of the programs is under the line authority of the Area Directors with management guidance set by IHS headquarters through the OEHE Technical Handbook.~~

#### 24-1.2 COMMITTEE MEMBERSHIP AND METHOD OF OPERATION

- A. Composition of Committee - The HFAC is composed of nine members selected from representative programs that deal with the planning, design, construction, cooperation, and maintenance of IHS health care facilities and staff quarters. Members are not expected to represent their ~~tribe, agency organization~~ or program, rather they are selected because they are knowledgeable professionals who represent a cross section of the interests, concerns, and responsibilities of IHS health care facilities and staff quarters programs.

The HFAC will consist of the following nine members:

- § Four IHS representatives from the ~~DFEE OEHE~~Headquarters program (two representatives from Headquarters East, one representative from ES-Dallas and one representative from ES-Seattle);
- § One IHS representative from the Area Office institutional environmental health program; and
- § ~~Three~~Four at-large ~~Area IHS Area~~Facilities Engineers, that occupy a position of Area Facility Director, Deputy Director, or equivalent, jointly selected and voted by the HFAC membership; and,
- § ~~One tribal representative from the tribal advisory committee, either a member of~~

~~When required (generally for extended period of absence of members), the selectedAll members shall designate an alternate to attend on their behalf during their absence. members-Members may delegate their HFAC responsibilities in writing to an alternate representative within the same groupings indicated above, in their office, division, branch, or section.~~

HFAC members, or their delegated representatives, are ~~expected~~ to be ~~registered. Registered / Licensed / Certified professionals in their fields. Professional Engineers, Registered Architects, Certified Industrial Hygienists, Certified Safety Professionals, or or Registered Environmental Health Specialists~~sanitarians. This registration requirement may be waived with the concurrence of the Director, ~~DFEE~~OEHE.

It is desirable to rotate membership between those eligible within the groupings as possible.

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Comment [JB1]: Function of tribal member is done through FAAB

A. Term of Appointments - Membership on the HFAC for the four representatives from the environmental health and engineering program will generally be the Headquarters Division Directors, other representatives will be appointed by the Director, ~~DFEEOEHE~~. The length of term for the three at-large Area Facilities Engineers and one representative from the institutional environmental health program will normally not exceed three years. However, the ~~Director, DFEEHFAC membership~~, may approve an extension for up to one year when justified, e.g., an individual is heavily engaged in ongoing committee tasks, or a member is elected to Chairperson or Vice-chairperson and total service beyond three years is appropriate. When the term of an at-large Area Facilities Engineer member has expired or that person no longer serves in an Area Facilities Engineer position, replacement members are jointly selected and appointed by the HFAC membership. At-large members may serve up to two consecutive terms.

B. Chairperson and Vice-Chairperson - ~~At the initial HFAC meeting or any subsequent meeting where a Chairperson and Vice chairperson has not been elected, one representative from the environmental health and engineering program, will serve as the Temporary Chairperson. The first order of business will be for the membership to elect a Chairperson and Vice chairperson.~~ The term of both the Chairperson and Vice-chairperson is three years. A person may not serve more than two consecutive terms in either one of these positions. ~~If the Chairperson's or Vice chairperson's term exceeds an individual's term of membership on the HFAC, the Director, DFEEOEHE, may approve an extension for up to one year.~~

If the Chairperson must vacate that position for any reason, the remainder of the term will be served by the Vice-chairperson. If the position of Vice-chairperson becomes vacant for any reason, the membership will elect a new Vice-chairman to begin serving a new term.

~~Nominations – Upon a vacancy, the Director of Office of Environmental Health and Engineering (OEHE) Chairman shall solicit nominations from the Area HFAC membership Associate Directors of OEHE. The Area Associate Director may determine the most appropriate nominee, bearing in mind the roles and responsibilities outlined in the HFAC Charter.~~

~~The current HFAC and outgoing HFAC membership shall review the nominations, the nominee's resume or curriculum vitae, and shall vote or arrive at consensus on the new membership. Upon selection, the HFAC will forward the proposed appointees names to the Director OEHE for appointment.~~

C. Method of Operation - The HFAC shall develop its own internal procedures relative to its method of conducting business. These shall include, as a minimum, consideration of the following:

- (1) A meeting shall be held quarterly and may be conducted as conference calls. When possible, HFAC meetings should be scheduled in conjunction with workshops, conferences, etc., which are attended by HFAC members.

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- (2) In accord with the HFAC procedures, provision may be made for the Chairperson to appoint an executive secretary.
- (3) A proposed agenda for each meeting will be developed and made available to the members prior to the meeting.
- (4) Minutes of each HFAC meeting will be drafted, distributed, and approved by the HFAC membership.
- (5) A quorum consists of at least 50 percent of the HFAC voting membership. A person attending as ~~sit-in~~ Alternate representative of another member shall not be counted in determining the quorum requirement ~~and cannot vote.~~
- ~~(5)(6)~~ A person attending as an Alternate representative of a member cannot vote.
- ~~(6)(7)~~ Where voting is required or appropriate, e.g., election of the Chairperson, action will be determined by the simple majority of the HFAC voting membership.
- ~~(7)(8)~~ The HFAC may elect to establish standing or ad hoc subcommittees, said membership of which may include non-HFAC members provided that the chairperson of that subcommittee is a voting member of the HFAC.
- ~~(8)(9)~~ The HFAC will adopt and follow an established procedure to develop, review, and issue standards or guidelines. This includes the following items:
  - § The HFAC will establish specific priority areas where standard guidelines are needed. Written suggestions and concerns for topics to be considered by the HFAC are encouraged from any personnel involved in the planning, design, construction, operation, and maintenance of health care facilities. Specific assignments may be made by the Chairperson and performed by individual members or subcommittees for later presentation and approval by the HFAC.
  - § The HFAC member assigned to specific tasks should prepare a completed draft guideline which will be distributed to the HFAC members and reviewed for editorial comments. The comments will be mailed to the preparer by the individual members. Then, the preparer will revise or correct the completed draft guideline and distribute to the HFAC members. The preparer will present the corrected draft guideline for discussion at the meeting.
  - § After the discussion, the HFAC membership could accept or reject the corrected draft. If the draft is acceptable, the ~~chairperson~~ Chairperson will ask for a motion to adopt or follow the draft. If the draft is rejected, due to incomplete write-ups, or it needs additional information, etc., the chairperson will ask for resubmission at a later date.

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Comment [JB2]: The previous sentence was just broken up to highlight this random thought. See para 4-1.2 (A)

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**PART 4 B TECHNICAL RESOURCE GROUPS**

- § The Chairperson is responsible for assuring that appropriate personnel have an opportunity to review and comment on the proposed guidelines, and that the membership has considered these comments, before they are approved by the HFAC.
- § The executive secretary will record the approved motion, prepare a decision notice outlining the HFAC position and actions taken; issue, decision, reference, and date when the guideline was voted by the HFAC membership. The decision notice may include a draft technical handbook chapter prepared by HFAC members or subcommittee or others. The decision notice may also include a published guideline or standards used by the Federal government or private sector.
- § The Chairperson will review and sign the decision notice, and the executive secretary will mail this notice to the HFAC membership and Area offices together with the draft technical handbook chapter subject to editorial revision.
- § The signed decision notice will be filed in the HFAC chapter of the Technical Handbook for Environmental Health and Engineering, and the draft technical handbook chapter will be appropriately formatted and ~~issued in the appropriate part of the Technical Handbook~~ forwarded to the Director OEHE staff for editorial revisions and comments.
- § The draft technical handbook chapter will be reviewed ~~for to~~ address editorial comments ~~as needed by the HFAC membership~~. These comments will be forwarded to the HFAC member or subcommittee or others who prepared who guideline ~~as needed~~. ~~The draft technical handbook chapter as corrected will be mailed to the executive secretary.~~
- § ~~The DFEE program staff edits the draft technical handbook chapter and prepares the final chapter.~~ After the final edit, this OEHE staff will prepare and submit a transmittal notice to the Director of the DFEE-OEHE program for approval.
- § When the final chapter is approved by the Director, ~~of the DFEE-OEHE program~~, the ~~draft technical~~ chapter will be replaced ~~with the approved chapter as part of in~~ the Technical Handbook for Environmental Health and Engineering by the manager of the Technical Handbook.

Comment [JB3]: Can't issue without approval of the OEHE Director?

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VOLUME I B ADMINISTRATION  
**PART 4 B TECHNICAL RESOURCE GROUPS**

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- Michael asked Tommy how this chapter will be forwarded to Lee Robison for review. Tommy replied that Howard will prepare cover letter and submit it to Lee. After Lee makes any editorial comments, the chapter's final version will be forwarded to Ken, Jose, and Jim for signature.
- **Technical Handbook Chapter 70-7 Maintenance Standard.**
  - Jim reported he has not taken any action to verify copyright restriction regarding the incorporation of applicable portions of the International Property Maintenance Code into our Technical Handbook Chapter 70-7 Maintenance Standard. This item was tabled for later consideration.
- **Technical Handbook Chapter Update.**
  - Tommy asked Michael to give a report on the updating of the Technical Handbook chapters. Michael reported that 3 chapters are in the working status: Chap 21-15 Security, Chap 70-7 Maintenance Standard, and Chap 4-1 HFAC. All previously approved chapters have been posted to the OEHE website.
  - Ken stated Lee is the webmaster to post approved Technical Handbook Chapters and the HFAC meeting minutes.
  - During the call, Jim e-mailed to the HFAC members the policy on the notification and distribution of technical handbook chapters. An excerpt of that e-mail is provided below.

*The Technical Handbook Implementation Chapter currently describes a process registering to receive notification of postings to the handbook. What I need to do is, on a weekly or monthly basis, actually go in and send out notifications using the email list generated.*

*To kick start this process. I propose sending an email notice of postings made over the last 6 months to 1 year with a note about how to register to receive notification.*

*Below are the specifics from the Implementation Chapter (2-1)*

#### **2-1.6 Notification and Distribution**

*Individuals wishing to receive notice of postings the Handbook or receive news related to the Handbook may add their email address to the Handbook subscriber list as follows:*

- *Using a web browser, access the Handbook website: <http://www.oehe.ihs.gov/hb/index.cfm>*
- *Click "Subscriber List." (In the sidebar menu on the left side of the screen)*
- *Complete the form provided, and*
- *Click "Subscribe."*

## **New Business:**

- **Technical Handbook processing and Chap 4-1 HFAC charter. (Atch 3)**
  - Michael stated that Jim and Mat were assigned the task to update this chapter. Michael provided his comments below.
  - Michael had “no problem” with the re-written Paragraph 4-1.1 Definition, Scope, and Purpose. But he felt the subparagraph B – Purpose, was ambiguous regarding the determination of which chapters the HFAC was required to review. Michael suggested the HFAC review all chapters or designate specific chapters for the HFAC to review. Jim opposed the suggestion for the HFAC to review all chapters. Ken provided historical background regarding the HFAC’s original charter that all chapters, to include environmental, were reviewed by the HFAC. Michael and Jose suggested that each division director decide whether the chapter developed in their division requires HFAC review. Tommy asked Jim to re-word this chapter to incorporate Michael and Jose’s suggestion.
  - Michael noted that the revised Chapter 4-1 deleted tribal membership to the HFAC. Ken explained that the tribes were already represented on the FAAB and that these technical chapters apply to direct federal programs.
  - Tommy questioned whether the HFAC should have 8 vs 9 members. Michael commented that an even number of members may create an impasse during voting. Ken acknowledged the majority rule but suggested language in this chapter should state the goal is to develop consensus rather than a simple majority. Jim will edit Paragraph 4-1.2.C(7) to state the preference of consensus over simple majority.
  - If the HFAC is to maintain 9 members, the deleted tribal membership will need to be replaced. Jim suggested broadening the HFAC membership base to include service units. Ken suggested medical centers. After much discussion it was decided this position shall be an at-large member from an in-patient facility. Brian asked if this member will be required to be registered. Ken replied yes.
  - Brian asked about the representative from the Area Office environmental health program. Ken responded that Kelly Taylor makes the nomination for this position.
  - Michael asked why the “designated alternate” does not count towards the quorum and not have voting privileges. Ken stated the alternate may participate in discussions but not vote. Ken suggested keeping the chapter as is for the alternate.

## **Action Items:**

- Howard will prepare cover letter and submit Chapter 21-15 Security to Lee Robison for review and posting on the OEHE webpage.
- 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.

- Ken will notify Lee to post the previous HFAC meeting minutes on the OEHE website.
- Jim will re-word Chapter 4-1 per the discussion above and correct the text in the header.

**Next Meeting:** Tentatively scheduled for Wednesday, October 21 at 12:00 p.m.  
(Eastern Time)

**Adjournment:** Ken motioned to adjourn. Mat seconded motion. **Motion to adjourn passed without objection.**

Attachments:

1. Apr 29, 2009, Meeting Minutes (Approved)
2. Draft Chap 21-15 Security
3. Draft Chap 4-1 HFAC