

HEALTH FACILITIES ADVISORY COMMITTEE (HFAC)
MEETING MINUTES

Aug 19, 2010, 12:00 P.M. (Eastern Time)

Roll Call: [P – Present; NP – Not Present]

Chairman: Mr. Tommy Bowman - **P**

Vice-Chairman: CAPT Keith Shortall - **P**

Members: Mr. Raymond Cooke - **NP** CAPT Dale Mossefin - **NP**
Mr. Kevin D'Amada - **P** CDR Brian Hroch - **P**
Mr. Ken Harper - **P** CDR Mat Martinson - **NP**

Executive Secretary: Mr. Howard Wellspring - **P**

Alternates: None

Guests: Mr. Joe Bermes

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.

- Keith motioned to approve the May 20, 2010 Meeting Minutes (Atch 1) as is. Ken seconded motion. **Motion to approve previous meeting minutes passed without objections.**

Old Business:

- CAPT Weaver was not present; therefore, Tommy asked Ken if he knew the status of updating the HFAC webpage with the current terms for the HFAC members. Ken replied he did not. This report by Michael was tabled until next HFAC meeting.
- Biasco was to obtain Gary Hartz' guidance on how to proceed on selecting which Technical Handbook chapters shall be updated. Jim has since retired; therefore, Kevin was asked if he obtained Gary's guidance. Kevin replied no but he will follow-up on this with Gary. Ken volunteered to send to Kevin, Michael's spreadsheet listing the chapters that are proposed to be updated.
- Technical Handbook Chapter 4-1 Health Facilities Advisory Committee. Ken commented that Lee Robison had altered the purpose of the HFAC in this chapter. Lee's version indicated the HFAC decisions "may" be implemented; whereas, Ken's position is that the HFAC decisions "shall" be implemented. Kevin

concurred with Ken's position. Tommy will notify Lee to revert back to the original HFAC purpose (i.e., decisions "shall" be implemented).

New Business:

- Because of the recent retirements of Mr. James Biasco, DFO, and CAPT Jose Cuzme, DPFC, the Acting Directors of both offices were appointed to the HFAC. Mr. Kevin D-Amanda replaces Mr. James Biasco and Mr. Raymond Cooke replaces CAPT Jose Cuzme.
- Discuss proposed Technical Handbook Chapter 21-17 Sustainability Guidelines. Joe summarized the review process since the May HFAC call. The workgroup submitted the chapter to Jim Biasco. Jim made several major edits. Joe and Gordon Delchamps reviewed Jim's edit and forwarded the revised chapter to Lee for technical writing review. Lee forwarded this to the Directors for signature but Joe was unsure if any edits by Lee was done because of the absence of any "red" marks on the document. Ken stated he thought it was ready for signature. Kevin asked if the HFAC wants to approve this chapter. Kevin and Tommy said yes. Ken suggested another review. Tommy suggested that Lee either confirms the chapter is in the final form or finalizes his edits. Then Joe will review the final version and forward the chapter to Tommy. Tommy will distribute this to the HFAC members to vote by e-mail whether to approve or disapprove the chapter.

Action Items:

- Michael to report the status of updating the HFAC webpage to reflect the current terms of all members and alternates.
- Ken will send to Kevin Michael's spreadsheet of proposed Technical Handbook chapters to be updated. And Kevin will obtain Gary's guidance on how to select the chapters to be updated.
- Tommy will notify Lee to revert back to the original HFAC purpose (i.e., decisions "shall" be implemented).
- Joe will forward the final version of Technical Handbook Chapter 21-17 Sustainability Guidelines with Lee Robison's edits to Tommy. Tommy will distribute this to the HFAC members to vote by e-mail whether to approve or disapprove the chapter.

Next Meeting: Thursday, November 18, 2010 at 1:00 p.m. (Eastern Time).

Adjournment: Kevin motioned to adjourn. Keith seconded motion. **Motion to adjourn passed without objection.**

Attachments:

1. May 20, 2010, Meeting Minutes (Approved)