

Minutes of the Meeting of the
Engineer Professional Advisory Committee
Thursday July 24, 2003 For Approval

The Engineer Professional Advisory Committee (EPAC) welcomes your input and participation. Meetings are open to all PHS Engineers and Architects. Those who are not able to attend in person may attend via conference call. Please contact the Executive Secretary at 301-443-1367 for the place and conference access number.

I. CALL TO ORDER

CAPT Cuzme, EPAC Chairperson, called the meeting to order at 1:05 p.m EST in Rockville, MD. The May 27, 2003 minutes were held for approval until the next meeting scheduled for August 28th at 1:00 p.m. in Rockville, MD. The agenda will be sent by email.

II. ANNOUNCEMENTS

A. Office of the Chief Engineer (OCE): RADM Robert Williams reported the following announcements.

- i. OSG: The Office of the Surgeon General has extended my appointment for 2 more months with no word yet on the appointment/selection board for the next chief. CAPT Gene Migliaccio, acting chief of staff will be returning back to Immigration Health Service the first of August, his replacement to be announced soon.
- ii. SAME: PHS Commissioned Officers recently participated in the Society of American Military Engineering (SAME) Construction Summer Camps. LT Dave Schaffer was a PHS mentor for one of the flights/subgroups at the summer camp held at the US Air force Academy. His flight was award the Top Flight Honor; the second time a PHS mentored flight excelled to this high level. Also, LT Tammy Colombo mentored a flight at the navy camp in San Diego. Hopefully, this pattern of excellence will continue. Questions about the SAME Construction Summer Camps should be directed to LCDR Tatum. Next year the COA meeting and SAME occur the same week. In follow up on the successful meeting this year we need advance planning on the Engineer Category participation.
- iii. NPS: Over the next several weeks, the Forest Service needs engineers and/or environmental health officers to help survey forest wells in Oregon. The request is the result of the positive experience between the National Park Service and PHS Officers. Perhaps in the future PHS expertise in other disciplines may be utilized in a similar manner.
- iv. CPOs: The new CPO of the veterinary and therapist categories are asking for copies of our Emergency Response Guide on how to deploy engineers in disaster and other crisis.
- v. CCRF: I can't stress enough to all the commissioned officers on EPAC and all PHS engineers the importance of CCRF in your future. The Secretary has stated that by 2005, 100% of the CC will be CCRF deployable. In 2004, promotions will begin to depend on deployability, including awards and service on various related committees and boards. There has been some confusion among field staff of IHS and their participation in national boards and committees. Apparently with travel restrictions this has been interpreted as a discouragement policy. Such is not the case as the restrictions only deal with current travel funding availability.
- vi. Appointments: ADM Chuck Grim has been confirmed as Director of IHS. The White House also announced that ADM Christine Beato will be nominated as the next Assistant Secretary of Health.
- vii. CC transformation: Hopefully everyone has seen a copy of the Secretary's remarks; they are available on the HHS website (www.dhhs.gov/news/speech). The Secretary's announcement included the evolution of a Division of Commission Personnel into an Office of Commissioned Corps Force Management, expansion of the CC, looking at Warrant Officers Ranks for the corps, deployability, and the increase of 275 officers within the Indian Health Service.
- viii. DCP / CC updates: They establish a blue ribbon panel to review medical and retention standards for all COs. Please advise if you have suggestions for medical, dental, pharmacist, therapist, etc., who can serve on such a board. Second, new deployability standards for determining promotions, awards, boards etc. will soon be on the DPC website, review and make comments.

B. EPAC Chair: CAPT José Cuzme reported the following.

- i. CCRF: Please pass the word to many engineers and other officers that they can show activity by registering into the CCRF and take the 12 Internet class modules. There is a waiver signed by the SG which states that up to September 30, 2003, PHS officers only need to pass 4 modules in the CCRF internet training, this should be of especial attention to those that are eligible for promotion during the FY 2004.
- ii. COA meeting in Phoenix, AZ: On Thursday June 19, the PAC chairs and CPOs had a discussion with CAPT Farrell. Strengths and challenges were pointed out for the next COA teleconference, like improving delays and holding the sessions to time schedules. There was a concern that the Health Leader of the Year award, considered most important by several categories, was not presented during the PHS dinner gala event. Another recommendation was to place a morning session early in the week to allow flexibility for networking, a golf/sports event, meeting the PAC chairs, the CPOs, or have a round table for each of the PACs.
- iii. SAME: I have a CD from the May 27th Seattle Conference of all the presentations and will make it available. Topics included design-build projects and privatization of houses; good examples for the San Antonio May 17th, 2004 SAME-PHS session. EPAC needs to brainstorm representation of the PHS at the San Antonio SAME conference, which also coincides with the COA conference in Anchorage. I need some volunteers to chair and co-chair an AD-HOC committee. I have a list of 13 volunteers (from Phoenix COA meeting) that are willing to work with EPAC leaders. SAME has given 10 hours for a PHS track, about a day and a half; the first time that the PHS engineers will have that type of time to present public health service topics. Certainly a great opportunity and a challenge to get PHS presentations.
- iv. Healthy Building Conference: There is a workgroup initiated by NIOSH to talk about the SG Health Building Conference. A tentative meeting is scheduled for the week of August 18th at the Humphrey building.

III. NEW BUSINESS

A. CCRF Screening Questionnaire – CAPT Rodenbeck

The sub-committee has developed a pilot questionnaire and it's ready for pilot testing. Information was forwarded with the agenda this week, requiring supervisors to re-evaluate annually. From the CCRF operational plan we would question how the CPO'S or the chief engineer would utilize the evaluation form, certainly it is up to the individual CPOs. This is a Pilot test; the feedback will go to the sub-committee. The ultimate goal will be to give this questionnaire to all CPO's.

B. EPAC CHARTER – CDR Poneilet

- i. The sub-committee went through the model charter dated July 2001. We looked at the EPAC charter that is on the website dated 1997. Went through and did conforming wherever possible. Some additions were made like the mentoring statements about terrorism. A statement was added on diversity of engineer disciplines represented in section 4.8. We don't want to have an EPAC consisting of all electrical or mechanical engineers that won't be sensitive to diversity, e.i., not just geographic representation but also multiple discipline. Section 6.1-6.3 (Supervisor approval) language was changed to conform to the OSG model charter.
- ii. Section 7, Chair election process was changed and needs further discussion. Based on the model charter, a member serving their sixth year as chair elect, may serve in their seventh year as Chair as a non-voting Ex-officio member. EPAC membership felt that this should not be allowed. An inquiry of the voting status of the Chair was raised. Discussion held for next meeting.

IV. SUBCOMMITTEE REPORTS

A. Awards: CDR Meredith Bond reported the following:

Advanced degrees and certifications recognition will be accepting nominations twice a year more inline with the PE exam schedule and Spring/Winter Graduation times.

B. Building Design and Construction: Mr. Brian Kong Reported the following:

- i. Subcommittee's monthly meetings were held on 2003-06-12 & 2003-07-08.

- ii. Much thanks to J.Cox-Ganser of NIOSH's NORA Indoor Environment Team in coordinating the 2003-08-19 planning meeting at the Hubert Humphrey Building for the proposed Surgeon General's Workshop on the Healthy Indoor Environment Initiative (HIEI). NIOSH is supporting travel costs. The following are some topics of discussion for the two day workshop:
 - Overview of the health impacts of the indoor environment;
 - Asthma, allergies and the indoor environment;
 - The World Health Organization guidance document for biological agents in the indoor environment;
 - NIOSH NORA IET white paper: priority research needs for improving the health of workers in indoor environments;
 - National Academy, report on damp indoor spaces and health;
 - Federal Facilities Council NRC: a framework for implementing health protective features and practices in indoor environments;
 - Overview of how the indoor environment can potentially be designed, modified, and maintained to prevent health impacts;
 - Open form on potential conclusions, recommendations, and data gaps.
- iii. FFC is sponsoring a workshop on a framework for implementing health protective features and practices in indoor environments in 2003-011.
- iv. Comprehensive and effective construction specifications are an issue in the industry. NASA is currently investigating updating their specifications based on DOD specifications, which may assist in improving our specifications.
- v. NIH is in its preliminary phase of developing permitting process for design/construction work.
- vi. NIH's Clinical Center will be surveyed in 2003-10 for its JCAHO accreditation. JCAHO will emphasize the National Patient Safety Goals. Recently added a focus item to reduce the risk of health care-acquired infections, which requires compliance with the current CDC hand-hygiene guidelines available at <http://www.hospitalconnect.com/ashe/currentevent/alcohol-basedhandwashsolutions.html>.

It is also related to the requirement for Infection Control Risk Assessment (ICRA) requiring facilities to conduct a proactive risk assessment using risk criteria to identify hazards that could potentially compromise patient care when planning, demolition, construction, or renovation work.
- vii. Construction Industry Institutes 2003 annual conference is scheduled for 2003-07-29 to 31 in Orlando, FL. HHS representatives are planned to attend. <http://construction-institute.org/cpi2003/>
- viii. Subcommittee is investigating which of the following initiatives to focus on:
 - Implement building commissioning with proper O&M documentation -plan to write a simple paper;
 - Improve hospital utility systems maintenance;
 - Determine review process for healthy building features & implement concept of healthy building certification; and
 - Consolidate HHS JCAHO EC plans at least USMP and LSMP.
- ix. Would be willing to assist in the 2004-05-17 San Antonio meeting concerning building design and construction.
- x. Our next meeting is tentatively scheduled for Thursday 2003-08-12.

C. Career Development: LCDR Jennifer Martin reported the following:

- i. The category day program at COA went very well. We had a wonderful turnout of engineers, with close to 70 registered. The presentations were excellent. The subcommittee thanks all those involved with program planning, presenters, and CAPT Chadwick who served as moderator. As a side note, the contributed papers session immediately followed category day and thanks go to the subcommittee for jumping in and helping out with the logistical arrangements that hadn't been made. The subcommittee went above the call of duty

to make sure this session went off problem-free. Additionally, thanks to LT Jennifer Prepejchal who graciously acted as moderator for this session.

- ii. The subcommittee is updating the Engineers and Architect Career Planning Handbook based upon comments received so far. Please continue to advertise the handbook to your colleagues (it's on the engineers website under E&A Handbook) and forward comments to LCDR Martin.
 - iii. The subcommittee is also planning its projects for the remainder of the year. If any of the other subcommittees have a career development slant to their activities and think it would be appropriate for us to work with you, please let LCDR Martin know so we can take that into consideration. An update will be provided at the next EPAC meeting on what the subcommittee decides to get involved with.
 - iv. Our next regularly scheduled meeting in August 14 at 3:00 pm EDT.
- D. Leadership Development Seminar ad-hoc subcommittee: LCDR Jennifer Martin reported the following:
- i. Only one item to report now that the seminar is over. The subcommittee is writing an after action report which is now in draft form. We expect to have the final report finished next month.
 - ii. Our next regularly scheduled meeting, which may be our last, will be August 20 at 1:00 pm EDT.
- E. Emergency Preparedness: CAPT Rodenbeck reported the following:
- i. The Emergency Preparedness Subcommittee met on June 12 and July 10. During those meeting the subcommittee:
 - Made a few more adjustments to the proposed Chief Professional Officer (CPO) Commissioned Corps Readiness Force questionnaire. The subcommittee decided to send the questionnaire to the EPAC for their approval and submission to the Office of the Chief Engineer to pilot test the questionnaire.
 - Decided that every Commissioned Corps engineer that is not enrolled in the CCRF should be contacted and encouraged to enroll in CCRF and eventually become Roster Qualified.
 - ii. The Subcommittee members have contacted approximately 75% of the non-CCRF engineers. Of those engineers contacted, approximately 50% of the engineers agreed to enroll in the CCRF.
 - iii. Some of the concerns/issues mentioned by non-CCRF engineers with the Subcommittee member were:
 - Several Officers indicated that it is difficult to obtain BLS training; particularly for Officers in remote duty stations that are not near a military facility. In addition, some Officers have to pay for the course out-of-pocket. Is there a possibility for CCRF to pick-up the cost of the training?
 - Several Officers were concerned about who would cover their responsibilities while they are deployed.
 - Many Officers indicated that they were not aware that they could enroll in the CCRF without completing all of the training requirements.
 - Many Officers were confused as to what they needed to do to enroll, become Roster Qualified, and Fully Qualified.
 - Some Officers were not aware that CCRF membership will play a more important role during the promotion process. They were wondering whether there were any statistics on how CCRF engineers fared vs. non-CCRF engineers during the most recent promotion cycle.
 - iv. To help resolve some of the confusion regarding the need to enroll in the CCRF, the Subcommittee thought it would be helpful to have RADM Williams, Chief Engineer, send an e-mail to all Commissioned Corps engineers urging them to enroll in the CCRF and explaining the procedures. Sven Rodenbeck will develop the e-mail and coordinate with RADM Williams.
 - v. The next Subcommittee conference call will be on August 14 from 3 to 4:30 PM EDT. Conference telephone bridge number is 888-398-6121 and the passcode is 93403
- F. Information: CDR Michael Coene reported the following:
- i. Subcommittee has been on vacation.

- ii. Continued to update the website.
- iii. Added Meeting Minutes up to April 2003 to website.
- iv. Goals for August meeting; have a draft redesign of the site
- v. Next Meeting is Tuesday, August 12th 1-2pm.

CAPT Cuzme added that the minutes of EPAC should be posted as soon as possible, even if it is a DRAFT. He asked LCDR Tatum to include in the OCE announcements a continuous caption note referring the PHS engineers' web site address for EPAC minutes/activities.

G. Mentoring: CDR Robert Biddle reported the following in CDR Todd Scofield absence:

- i. June 3, Aug 5 @ 11 EST will be new meeting
- ii. LCDR Mike Stover and CDR Carol Barner are new subcommittee members.
- iii. The subcommittee is reviewing the mentoring handbook with focus to improve it.

H. Recruiting and Retention: No information to report.

I. Rules: No further to report.

V. ANNOUNCEMENTS

A. DCP Liaison: LCDR Karlson absent from call.

B. TISP Liaison: CDR Beck reported the following:

ISB conference is coming up in September. This is second annual one held in concert with association of general contractors 16 – 18 Infrastructure security for the built environment.

C. COA Liaison: CAPT Casamento reported the following:

- i. Term as liaison expired July 1, LCDR Nate Tatum is the replacement liaison to COA
- ii. Announcements on COA website on transformation of the corps.

D. SAME Liaison: LCDR Scharen was absent.

E. Junior Engineer Report: LCDR Martinson reported the following:

- i. In the upcoming SAME conference, we should include a session of JR engineer officers describing their experiences.
- ii. Working on getting contact information for all new commissioned engineers to send them information.
- iii. Working on a junior officer reading list.
- iv. Code of Conduct was included with the previous minutes

VI. VACANCIES: Send Vacancy Announcements to LCDR Tatum.

Vacancy at ATSDR for a Jr. midlevel engineer. Health assessor position and evaluating hazardous waste thoughts.

VII. ADJOURNMENT: The meeting adjourned at 3:15 p.m. EST.

EPAC MEETING PARTICIPATION:

Participants: (Members in bold, with alternates attending matched by number to the members absent)

LCDR David Ausdemore (CDC), CDR Meredith Bond (At Large), CDR Michael Coene (FDA), CAPT José Cuzme (IHS), Mr. Brian Kong (NIH), LCDR Jennifer Martin (CDC), LCDR Jamie Natour (HRSA), LCDR Susan Neurath (ATSDR), CDR Kathy Poneleit (At Large), CAPT Sven Rodenbeck (At Large), CAPT Gene Sullenger (FDA), Ms. Lisa Hayes (ATSDR, Ex-officio), LCDR Nate Tatum (ATSDR, Ex-officio), RADM Robert Williams (ATSDR, Ex-officio), CDR Maurice West (NPS, Ex-officio), CDR Dan Beck (TISP Liaison), CAPT Jon Casamento (COA Liaison), LCDR Mat Martinson (JOAG Liaison), CDR Zimmer for **CDR Scott Earnest (CDC), LCDR Mat Martinson for **LCDR Scott Helgeson (IHS)**, CDR Robert Biddle for **CDR Todd Scofield (IHS)**, LCDR Nelson Mix for **CAPT Rao Surampalli (EPA)**,**

Members Absent:

Ms. Crystal Allen (NIH), Mr. Michael Adjodha (FDA), CDR Bradley Harris (NPS), Mr. Kyung Kim (NIH), LCDR Denman Ondelancy (IHS), CAPT (Ret) Bedick (NIH, Ex-officio), LT Sean Boyd (FDA, Ex-officio),

CAPT Kevin Chadwick (IHS, Ex-officio), LCDR Nicole Wolanski (FDA, Ex-officio), CAPT Claire Karlson (DCP Liaison)

GUESTS:

CDR James Luddington (IHS)

AUTHORIZATION:

I have recorded the above EPAC meeting minutes:

LTJG Allen F Bollinger
Executive Secretary, EPAC

Date

I have read the above minutes, which accurately describe this meeting, and on behalf of the EPAC approve their distribution:

CAPT José F. Cuzme, P.E.
Chairperson, EPAC

Date

I authorize distribution of these minutes:

RADM Robert C. Williams, P.E.
Chief Engineer, USPHS

Date