

Minutes of the Meeting of the
Engineer Professional Advisory Committee
Tuesday May 27, 2003

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

A. CAPT Cuzme, EPAC Chairperson, called the meeting to order at 1:00 p.m. PDT (4:00 p.m. EDT) in Seattle, WA. He thanked the members via telephone and the attendees for joining EPAC at the Society of American Military Engineers (SAME) conference and looks forward to attend good sessions for the benefit of Engineers in the PHS. The April 17, 2003 minutes were approved pending a two-week open comment period. If no comments are received then they will be approved as written. The next meeting will be held on Thursday July 24 at 1:00 p.m. in Rockville, MD. The agenda will be sent by email.

II. ANNOUNCEMENTS

A. Office of the Chief Engineer (OCE):

- i. Thanks to our hosts – Seattle and Portland area Indian Health Service engineers and architects – we appreciate the opportunity to come out West! Thanks also to the Society of American Military Engineers for providing us with the meeting place and helping with logistics. We are very pleased to be part of the National Conference and proud that three PHS individuals or units will receive awards this week. LCDR Tatum, LT Lindman, and the Sanitary Facilities Construction Program of the IHS will be recognized.
- ii. Thanks to everyone on the EPAC for your hard work on the Promotion Benchmarks. Those have been forwarded to the Acting Chief of Staff for inclusion with the submittals from the other categories.
- iii. We may be asked to provide engineers to help with the reconstruction of Iraq. Should this occur, those who go will have to have Top Secret securities clearances.
- iv. Temporary Promotions will soon be announced, if not by June 1, then very shortly after. We have about 40 COSTEPs this summer, a tremendous increase from the past and well ahead of next nearest category. Our recruiters and some good footwork by IHS HQ staff made this happen.

- v. The COA is coming up fast and we have a well-planned Category Day. We will have about 10 minutes with the Surgeon General. We will also present the first Roger Lynch Young Civil Service Engineer of the Year award.
- vi. Changes are coming to CCRF, it's best to complete the requirements as soon as possible – they are only going to get more difficult with time. I cannot stress strong enough the need for everyone to become deployable through the CCRF – this does not mean you will be deployed, but you must be trained and have the necessary qualifications. This is important to us as engineers and to the CORPS as a whole. The engineers and environmental health officers are helping CCRF to develop a respiratory protection program. Beards may soon be history in the PHS!!
- vii. The Engineer Career Planning Handbook is posted on the engineer website for comment. This is a very good piece of work that will help folks define their careers. Please take a look and provide comments accordingly.
- viii. The Healthy Building Initiative continues to move forward. The SG has agreed to a workshop on the topic and the Building and Construction Subcommittee is working to make this happen.
- ix. I've been extended as Chief Engineer for the months of June and July.

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

- i. PAC chairs are discussing a Charter for implementation by future members.
- ii. The Junior Officers Advisory Committee have recommended to the OSG ten items as a CODE of Conduct for Commissioned Officers. Item ten is a recommendation to adopt the US Army Code of Conduct. Comments have been requested to the PAC Chairs as a group. These items will be attached to the minutes.



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- iii. The leadership seminar in Tucson was a tremendous success based on the attendance numbers and the enthusiasm of attendees. At the end of the day on Wednesday, a one-hour open forum session for questions and answers on the precepts was inserted on the agenda based on the interest of the attendees. RADM Williams, PHS Chief Engineer, and CAPT Greg Stephens from DCP were the panel members.
- iv. EPAC members attending the leadership seminar in Tucson got together to finalize the proposed precepts. After extended discussion, based on comments received to date, and a follow-up teleconference, the proposed benchmarks were sent to all EPAC members via e-mail for vote. There was only one negative vote. The benchmarks were submitted to the Chief Engineer on May 13th. In addition, all comments received have been submitted to the Office of the Surgeon General. Some of the items raised on the comments are beyond the control of the PAC. At the CPO May meeting, it was made the point that deployability is readiness and, gives the expectations of the secretary and OMB, must be a central theme in the new promotion precepts.
- v. There are six classes offered by OEP to help CCRF enrolment between May and September 30, 2003. Please pass the word encouraging participation. Engineers, especially the ones eligible for promotion in 2004, should be taking the 12 class modules via the Internet now to initiate activity for CCRF enrolment. Detailed instructions are available on the CCRF website.
- vi. The COA Conference in Scottsdale schedule for the week of June 14th have relevant topics of high interest for all of us Commissioned Officers, especially with the issue of transformation of the Corps in the 21st century. This is an initiative that we all should embrace with strong support. I encourage all EPAC members to attend and raise questions.

III. **NEW BUSINESS**

CAPT Cuzme opened discussion on new business:

A. Emergency Preparedness Proposal

- i. The Emergency Preparedness Subcommittee has developed material for the purpose of providing PHS Engineers with basic information of the following areas:
 - 1. Water/Waste Water/Solid Waste Management,
 - 2. Hospital Facilities,
 - 3. Biomedical Devices,
 - 4. Hazardous Materials.

Note: Basic understanding does not imply that a PHS engineer will or should be able to provide technical support in all of these areas.

- ii. Recently, the Subcommittee has completed work on the General Awareness Information: Reinforced Concrete Structure Rapid Structural Safety Assessment and Monitoring Handbook. The Subcommittee proposes that this information be posted on the PHS Engineers web site along with the previously EPAC approved informational material that is currently posted on the web site.
- iii. The EPAC provided minor editorial comments and approved the proposal from the Subcommittee.

B. Vote on the Engineers Career Planning Handbook

- i. The engineers Handbook was approved and posted on the PHS Engineers website.

C. Revised Charter

- i. Item left for discussion at the July EPAC meeting.

IV. **SUBCOMMITTEE REPORTS**

A. Awards: CDR Andy Smith reported the following for LCDR Meredith Bond:

- i. The winter/spring round of award nomination reviews has been completed, including the Burgess & Lynch Young Engineer of the Year Awards, the Villforth Engineering Leadership Award, the SAME Awards, and the Engineering Literary Awards.
- ii. The COA Awards Committee accepted the OCE & EPAC request to elevate the Villforth Award to a National COA award, effective with the current year's presentation.
- iii. The subcommittee & chair are taking care of a few loose ends, and taking a well deserved short time of respite before the advertising and call for nominations process begins again in the early fall.
Good job, team!!

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

- i. Subcommittee's monthly meeting was held on 2003-05-13.
- ii. Much thanks to OCE's revised proposed Surgeon General's Workshop agenda on the Healthy Indoor Environment Initiative (HIEI) was reviewed without comment by the subcommittee. Subcommittee hopes that there will be emphasize other indoor issues including impact of light and pathogens to built environment occupants. As reported by RADM Williams workshop hopefully we will be held within the next year.

- iii. Subcommittee is working on the following proposed initiatives:
 - 1. Implement building commissioning with proper O&M documentation - plan to write a simple paper;
 - 2. Improve hospital utility systems maintenance;
 - 3. Determine review process for healthy building features & implement concept of healthy building certification; and
 - 4. Consolidate HHS JCAHO EC plans at least USMP and LSMP.
- iv. NIH is preparing to receive SARS patients.
- v. Our next meeting is tentatively scheduled for Thursday 2003-06-12.

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

- i. COA Category Day agenda is set. The presentations have several threads woven through them: leadership, personal professional development, advancements in technology, and organizational impact of engineering. We are pleased to have RADM Michael speaking to us on the topic of leadership and have many other interesting talks lined up. Please join us for the day if you can. Category Day is Tuesday, June 17. The title of the day is “Weaving Tomorrow’s Public Health Infrastructure: Defining the Threads of PHS Engineering” which ties in with the overall theme of the conference.
- ii. The Career Development subcommittee has finished putting the Engineer’s Career Planning Handbook on-line (<http://www.usphsengineers.org/handbook/>). This handbook will replace the paper document sent to all new engineers. The Welcome Program will now send new engineers the traditional welcome letter and reference them to the on-line handbook. This is a living document that will undergo continual updates based on comments received and the release of new information. For example, the handbook will be updated once DCP gets done changing the promotion precepts, benchmarks, etc. Putting it on-line also gives us the opportunity to include links to useful sites. I would like to thank the subcommittee for all their hard work on this handbook, especially Lisa Hayes and LCDR Nate Tatum for the editing and CAPT Bob Faaland for review.
- iii. Our next meeting is on Thursday, June 12 at 3:00 pm EDT.

D. Leadership Development Seminar ad-hoc subcommittee: Lt Jennifer Martin reported the following:

- i. Thanks to all who took the time to plan, participate, or speak at the seminar. It’s because of you that the seminar was so successful. We had 75 participants from 11 agencies including the Coast Guard, NOAA, and the Office of the Surgeon General.

- ii. IHS, Environmental Health Support Center, is working on continuing education units certificates for the participants.
- iii. The subcommittee is writing an after-action report to help plan the next Leadership Development Seminar should the new Chief Engineer want to continue with them.
- iv. The OCE has contacted seminar participants asking how the seminar has influenced their activities. If you attended the seminar, please respond with your thoughts.
- v. Finally, an article about the seminar is being written for the Commissioned Corps Bulletin.
- vi. Our next meeting is Wednesday, June 25 at 1:00 pm EDT.

E. Emergency Preparedness: CAPT Rodenbeck reported the following:

- i. The Subcommittee met on May 8.
- ii. The Subcommittee continued to develop a generic questionnaire that all Chief Professional Officers can use when they evaluate whether an officer should be approved for the "Roster Qualified" category. The subcommittee made a few more adjustments to the questionnaire and will conduct final discussions on the questionnaire during the next subcommittee meeting. The subcommittee could decide to send the questionnaire to the EPAC for their approval and submission to the Office of the Chief Engineer.
- iii. The Subcommittee is developing informational material that will inform Civil Servant engineers and architects on how they can get involved with emergency preparedness and response activities (e.g., existing federal governmental positions, DMATs, and local volunteer organizations). The material could be posted on the PHS Engineer web page.
- iv. The Subcommittee has started a new project that will help increase the number of engineers enrolled in the Commissioned Corps Readiness Force (CCRF). Subcommittee members will contact all Commissioned Corps engineers that have not enrolled in the CCRF and encourage them to enroll in the CCRF. It is hoped that this effort will increase the number of engineers enrolled in the CCRF
- v. The next Subcommittee conference calls will be on June 12 and July 10 from 3-4:30 PM EDT. Please contact CAPT Rodenbeck for the telephone number and access code. Everyone is welcome to attend.

F. Rules: CDR Kathy Poneleit reported the following:

- i. Changes to the EPAC By-Laws to make them conform to the model By-Laws.

V. ANNOUNCEMENTS

A. DCP Liaison: LCDR Karlson reported the following:

- i. General Duty Applications received in Jan- April: 24
SrCostep applications: 6
JrCostep applications: 48
- ii. Calls to Active Duty (CAD) from Jan. to present: 8
Fiscal year 2003 – 16
- iii. Current status of category as of May 27, 2003:
25 Retirements since November 2002 to April 2003
413 current active duty engineer officers in all agencies
- iv. New Engineering Applications received for May as of May 27, 2003.
General Duty applications – 4
Senior COSTEP – 0
Junior COSTEP – 1

Total Engineering applications received in April 2003 – 18
General Duty – 12
Senior COSTEP – 0
Junior COSTEP - 6

B. TISP Liaison: CDR Beck reported the following:

C. COA Liaison: CAPT Casamento reported the following:

D. SAME Liaison: CDR Jim Simpson for LCDR Scharen reported the following:

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

VI. VACANCIES: Send Vacancy Announcements to LCDR Tatum.

VII. ADJOURNMENT: The meeting adjourned at 3:00 p.m. PDT.

EPAC MEETING PARTICIPATION:

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

LCDR David Ausdemore (CDC), CDR Michael Coene (FDA), CAPT José Cuzme (IHS), LCDR Scott Helgeson (IHS), Mr. Brian Kong (NIH), LT Jennifer Martin (CDC), LCDR Denman Ondelancy (IHS), CDR Kathy Poneleit (At Large), CAPT Sven Rodenbeck (At Large), Ms. Lisa Hayes (ATSDR, Ex-officio), LCDR Nate Tatum (ATSDR, Ex-officio), RADM Robert Williams (ATSDR, Ex-officio), LCDR Nicole Wolanski (FDA, Ex-officio), LCDR Mat Martinson (JOAG Liaison)

Members Absent:

Ms. Crystal Allen (NIH), Mr. Michael Adjodha (FDA), LCDR Meredith Bond (EPA), CDR Scott Earnest (CDC), CDR Bradley Harris (NPS), Mr. Kyung Kim (NIH), LCDR Jamie Natour (HRSA), LCDR Susan Neurath (ATSDR), CAPT Rao Surampalli (At Large), CDR Todd Scofield (IHS), CAPT Gene Sullenger (FDA),

CAPT (Ret) Bedick (NIH, Ex-officio), LT Sean Boyd (FDA, Ex-officio), CAPT Kevin Chadwick (IHS, Ex-officio), CDR Maurice West (NPS, Ex-officio), CDR Dan Beck (TISP Liaison), CAPT Jon Casamento (COA Liaison), CAPT Claire Karlson (DCP Liaison)

GUESTS:

COSTEP ENS David Iblings (IHS ES-Seattle), LT Eric Lindman (IHS Bemidji), CAPT Richard Melton (IHS ES-Seattle), CDR Andy Smith (EPA), CDR Jim Simpson (FDA), LCDR Ken Sun (Alaska Tribal Consortium), CAPT Michael Weaver (IHS ES-Seattle), Mike Wilson (CDC)

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