

Members Present: Anna Hilting, Barbie Byrd, Roldan Muñoz, Ronnie Bradley, Mark Fonseca, Joseph Bizzell, Randy Grady, Erik Williams, Christine Addison

Update on Tasks & Personnel Assigned during 05/07 meeting:

1. **Bizzell** – complete footer & formatting of previous EMS documents. Give to Addison or Hilting for posting on sharepoint
Bizzell – This has been completed.
2. **Bizzell & Grady** – begin EMS training of contractors (cleaning crew, etc)
Grady has spoken to the head of the cleaning crew, Marvin, about scheduling the presentation. Marvin will be on-site today. The presentation will be given to Marvin and Marvin will give the presentation to his crew at a later date. The new contractors that will be on-site Monday to begin construction on the Hazmat Sample Storage building will be given the presentation. The presentation has been given to Arrowhead once, but we need a roster of participants.
3. **Bizzell** – draft SOP addressing NPDES & SPCC (described in April minutes)
Bizzell – This still needs to be written including appointment letters.
ACTION: **Bizzell** will wrap this up and get together with Fonseca to assign people.
4. **Bizzell** – give NPDES and SPCC documents to Addison or Hilting for posting on Sharepoint
ACTION: **Bizzell** – This will be done.
5. **Grady** – provide Addison with an estimate of man hours spent to complete mowing of lab property
Grady – This information was provided before the meeting
6. **Muñoz & Addison** – reduce comments from earth day survey into behavioral and financial changes. Combine this summary with no mow recommendations into a memo format destined for the lab director
Muñoz & Addison – No-mow information had been added in. Document needs Fonseca final input.
7. **Fonseca** – provide Addison with GIS layer of Piver’s Island
Fonseca provided picture.
Addison - Don Field had GIS layer.
8. **Addison** – redraft no-mow plan with recommendations made at mtg. Provide Grady & Currin with new draft for review prior to next mtg.
Addison presented map and graphs showing no-mow and reduced mowing candidate sites. The result would be 30% less area mowed and save maintenance staff 20 hours per month.
Grady stated that the no mow area may cause a problem with water drainage; this would have to be monitored to see if it becomes a problem.
Fonseca spoke with Currin and she thinks we could get funding from the state’s storm water program to install collection devices. Maintenance cost of these devices is a down side
ACTION: **Addison** will post new draft memo incorporating the no-mow information to the committee. The committee will have until next Wednesday to look at it and comment.

Comment [b1]: I'm not sure which contractor Arrowhead is. Was Randy assigned to get this roster from them to pass to Mark? Do we need rosters from the cleaning crew and the other contractors?

Fonseca then will sign it and send to David Johnson and copy it to all the branch leaders.

9. **Grady** – notify lab of changes to generator testing to reduce impact to employees' air quality.

Grady – Yesterday the generator was tested at 4pm. There were some complaints, largely about the smell of the fumes, which was also present in the T-wing. There is no way to stop it as the AAON units can not be shut off and the stack is already so high that it may be destroyed during a hurricane.

Fonseca suggested talking with branch leaders to suggest that they accommodate people's schedules, allowing them to leave at 4pm on test day.

Williams suggested to change the day to Friday because many more people may be gone by 4pm.

10. **Bizzell/Bradley** – review Bernie's comments to ISO and identify which documents need to be associated. Collect the necessary documents and make a list of those that need to be developed.

Bizzell/Bradley – This was done, but copies went to Fonseca only.

ACTION: **Bizzell** will send to committee. **Bizzell/Bradley** will get together with Fonseca next week to review and assign names to help.

11. **Fonseca** – Determine balance of EMS line item in the admin's budget. If spending has occurred, identify what was purchased.

Fonseca – This was done. There is no balance, no funds.

ACTION: **Fonseca** will compile for 2007 the yearly total for water and electrical usage and costs. Then this will be gathered by month for 2008. Tammy has had to focus on other priorities, but should soon have time to help gather the information for this.

Additional Topics

1. **Addison** – There were a few items highlighted in yellow in the minutes from the last meeting. Do they need action?

Bizzell stated that they do, however, he suggested they be addressed after the most impending tasks are completed.

2. **Grady** – There are no funds to renovate the restrooms. Plans were made and the renovations were initially funded, but the funds disappeared. He was not sure where the plans were. Duke's water system for their "green" restrooms is not satisfactory and has been called a "maintenance nightmare".

ACTION: **Fonseca** will ask Tester about the plans.

3. **Addison** – Can we reduce the flow in our toilets by placing an object to displace the water in the tanks?

Grady – We can not do that in our current toilets. There is a 200-ft run to our sewer system and the water is needed to push the contents along the run. In fact, low-flow toilets may not work here for that reason without a macerating pump being installed. That is a question for the engineers. Tester consulted with engineers on the bathroom renovations, so we will have to see how they addressed it.

4. **Bizzell** – The lab water testing results are in and will be made available to the entire lab soon.

5. **Addison** – The filters for drinking water expired yesterday.
Grady – There is no system in place to remind maintenance staff to change filters. In fact, although they have agreed to replace them, there has been no clear direction from Govoni to do so or how they will pay for filters. They have enough for this most recent change only.
Fonseca – *ACTION*: He will put the information into his Oracle calendar to remind the lab when the filters need to be replaced. He will also contact Govoni about the funds for the filters and the direction for who is responsible for changing them.
6. **Fonseca** – He will not set another meeting at this point. Future tasks may be assigned via a meeting or email.