

EMS Committee Meeting Minutes  
August 14, 2008  
Minutes taken by Anna Hilting

Attendees  
Anna Hilting  
Mark Fonseca  
Ronnie Bradley  
Randy Grady  
Eric Willams  
Joseph Bizzell  
Christine Addison

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No one knew who had the minutes from the last meeting. Mark will try to track them down.

Mark F. discussed issues related to the EMS audit results.

- 1) Mark F. and David J. are drafting a response to the audit to send to Bernie G. that includes the following:
  - a) The Auditors ignored the CCFHR EMS team preparation document relating our EMS actions to ISO Standards and the Executive Order.
  - b) The audit did not focus on the Executive Order
  - c) We can't easily tie ISO standards/EO to the audit results.
- 2) Actions
  - a) We have been drafting a letter to David J. regarding suggestions for actions resulting from the Discussion Board. Has Roldan been compiling the Discussion Board suggestions and ideas? We need to follow up with this.
  - b) Ronnie will work with Randy to track our monthly energy and water consumption over the last two years to develop baselines.
    - i) They will make adjustments for square footage and correlate energy reduction actions (e.g., lighting reduction) to energy consumption.
    - ii) Randy Grady said:
      - (1) The water and electrical costs will increase soon.
      - (2) Our water costs from the Town of Beaufort may not have been related to actual usage. We have said certified our water meters but Beaufort and Duke have not done so.
      - (3) We use 30,000 to 40,000 gallons a month on average.
  - c) Compliance Actions (Behavioral changes: e.g., setting in place EMS compliance with contractors) will be put in place after we get a new Purchasing Officer.

**Open Discussion**

- Christine will work with Mark to get Sharepoint up to date.

- We need to provide folks with feedback on their Sharepoint suggestions. Barbie has drafted a letter. We'll work on this after we send the letter to David with our Discussion Board Suggestions.
- Actions recently taken (Randy Grady)
  - Paper towel holders installed in the bathrooms which should save paper towels.
  - Generators are now turned on Friday at 4:30.
  - ½ the light bulbs in the buildings have been removed. (this will not drastically reduce our energy consumption, most of which is related to heating/cooling and the AAON unit)
- Actions Pending:
  - After Randy receives the Security Inspection report from Carol Ward, every other light bulb outside may be removed to reduce light pollution.
  - Randy said we may have a new trash contractor in November. We'll have to start paying for recycling. The type of service will not change. Pick up sites will be moved.
  - Randy said : HazMat building will be occupied in early September. Swales and landscaping will be repaired.
  - Mark said: NERRS/DUKE/NOAA working on getting a Clean Water Trust Fund from DCM for the storm water management plan.
  - Randy said : The lab residence will go in October or November. It will be demolished. Asbestos and lead paint materials will be disposed of properly. Some material is being salvaged but there is not much of value. Landscaping adjacent to the building will be destroyed. Some of it may be too fragile to move, some has a Nematode infection. We may be able to move some of it. We need to have look at what is there and think about what could survive replanting.
  - Randy said : Concrete bunker will "go away" at the same time as the house.
  - Mark would like us to put a plan in place to remove vines from the property in the winter. We'll need to put a call out for volunteers.
- Randy attended Energy Conference on reducing energy consumption at facilities, including vehicles.
  - In 2010, there will be new fuel type requirements (e.g., flexfuel, biodiesel) but the problem is supply is not in place to support the requirements.
  - Solar and Wind Power options encouraged by there are no monies in place to support startup costs. Randy will distribute brochures.
- Hazardous Waste pick up is today. Not all will be removed at one go. The next pick up will be in Nov/Dec. (Joseph).
- The water sample data has been broadcast and is on Sharepoint (Christine).