



California Society for Healthcare Engineering: Education Committee

Meeting Agenda and Minutes

Meeting:	Bi-Weekly Education Committee	Facilitator:	Devin Hugie
Date:	May 8, 2015	Recorder:	Devin Hugie
Time:	3pm – 4pm Pacific Time	Dial In:	1-800-882-3610 PC 8569000
Location:	Conference Call	Next Meeting:	Bi-Weekly

Invited Attendees (x if present)

<input checked="" type="checkbox"/>	Devin Hugie	<input type="checkbox"/>	Justin Montoya	<input type="checkbox"/>	Joyce Jones
<input type="checkbox"/>	Dave Lockhart	<input type="checkbox"/>	Dave Baker	<input type="checkbox"/>	Teri Frost
<input type="checkbox"/>	Tim Hersey	<input type="checkbox"/>	John Martinelli	<input type="checkbox"/>	Lorraine Jamilkowski
<input type="checkbox"/>	Steve Fox	<input type="checkbox"/>	Alan Inbody	<input type="checkbox"/>	Rick Barker
<input type="checkbox"/>	Justin Pollard	<input type="checkbox"/>	Terrell Estes		

Agenda Item / Topic	Comments / Action Items (A) / Key Decisions (D)	Assigned To
Opening	<ul style="list-style-type: none"> Welcome and Introductions. 	Devin
Vision	<ul style="list-style-type: none"> Adobe Connect Platform-Update: Look at reports available to track participation. (In Progress) Roll call? Figure out a better way to track participation? Send the meeting announcements to the Chapter officers to be included on the meeting agendas. 	All Devin
Opportunities: Evaluate previous presentation for improvement.	<ul style="list-style-type: none"> Develop Survey Monkey survey (Completed) Develop standardized Power Point slide Develop guidelines for presentations Posting Presentations to CSHE U- Develop Announcements-distribute Log in? 	Teri Lorraine All
2015 Program Schedule	<ul style="list-style-type: none"> May-Facilities Role in a Disaster June Meeting? Fire Doors 	Chris R Justin
Continued development for the remainder of 2015	<ul style="list-style-type: none"> Updated list of Topic Possibilities: See Page 2 Discuss continued development of the 2015 Calendar: See Page 3 	All
Committee Structure	<ul style="list-style-type: none"> Additional members (Recruitment): 	All



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Adjourn		• Thank you...	Devin	
Item	Topic	Comments / Action Items	Assigned To	Target Date
1.	AQMD/Air Quality Requirements	<ul style="list-style-type: none"> Understanding basic requirements Testing and permitting 		
2.	Painting	<ul style="list-style-type: none"> VOC's 		
3.	Door Maintenance	<ul style="list-style-type: none"> NFPA 80 Fire Door Inspection 	Justin P	June
4.	Lighting	<ul style="list-style-type: none"> Maintenance, Ballast, Energy efficiency. 		
5.	Emergency Generators/ATS	<ul style="list-style-type: none"> Safety procedures 	Dave L.	
6.	Plumbing/ Med gas	<ul style="list-style-type: none"> NFPA 99 	Justin M.	August
7.	Electrical Safety	<ul style="list-style-type: none"> NFPA 70E/ LOTO/MOP Standards 	Dave L.	July
8.	Fire Pump Certification	<ul style="list-style-type: none"> State requirements related to fire pump testing certification 	Devin H.	
9.	Emergency Management	<ul style="list-style-type: none"> Lessons Learned, Disaster Response, Facilities role. 	Devin H.	May
10	ASHE Advocacy Update	<ul style="list-style-type: none"> Update related to ASHE advocacy efforts 	Devin H.	October
11.	Water Conservation	<ul style="list-style-type: none"> Water conservation strategies related to the Executive order issued by the governor and any enforcement concerns that may be seen as a result. (Chuck B: Presenting at annual) 	Devin H	September
12.	Project Planning	<ul style="list-style-type: none"> 		
13.	Vendor Expectations	<ul style="list-style-type: none"> Requirements for vendors when working within the facility 		
14.	Air Balance	<ul style="list-style-type: none"> Air Balance 	Justin M.	
15.	Confined Space	<ul style="list-style-type: none"> 		
16.	Ladder Safety	<ul style="list-style-type: none"> 		
17.	Ultrasound	<ul style="list-style-type: none"> Reliability Centered Maintenance 		
18.	Vibration Analysis	<ul style="list-style-type: none"> Reliability Centered Maintenance 		
19.	Chiller Optimization	<ul style="list-style-type: none"> 		
20.	Infection control	<ul style="list-style-type: none"> Collaboration with APIC? 	John M.	
21.	Water Conservation	<ul style="list-style-type: none"> 		
22.	Commissioning	<ul style="list-style-type: none"> Commissioning/ Retro commissioning/ Continuous Commissioning 	Dave L	
23.	L.O.T.O.	<ul style="list-style-type: none"> Lock out Tag Out/ NFPA 70E 		



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24.	MOP Standards	•		
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Staff In-Service Web Meetings

Month	Date	Time	Topic
January	1/15/2015	2:00 PM-3:00 PM	"Temperature and Humidity"
February	2/12/2015	2:00 PM-3:00 PM	Protecting VFD-Driven Motors with Bearing Protection Rings.
March	3/12/2015	2:00 PM-3:00 PM	Preventing The Spread of, Or Exposure to, Infectious Agents.
April	4/9/2015	2:00 PM-3:00 PM	Fire Life Safety testing and maintenance 101
May	5/14/2015	2:00 PM-3:00 PM	Facilities Role in Disaster
June	6/11/2015	2:00 PM-3:00 PM	NFPA 80 Fire door inspections
July	7/9/2015	2:00 PM-3:00 PM	NFPA 70E/ LOTO/MOP Standards
August	8/13/2015	2:00 PM-3:00 PM	NFPA 99 Plumbing/ Med gas
September	9/10/2015	2:00 PM-3:00 PM	
October	10/8/2015	2:00 PM-3:00 PM	
November	11/12/2015	2:00 PM-3:00 PM	
December	12/10/2015	2:00 PM-3:00 PM	
January	2016		
February	2016		
March	2016		
April	2016		
May	2016		
June	2016		



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Opportunities

- Filming events at the annual to web cast? Post to CSHE U?
- Professionally produce Education Presentations-