

**Fire Protection EFCOG Task Team
Teleconference Minutes
12/10/2002**

A telephone conference was conducted on 12/10/2002 from 1230 until 1400 hours Eastern Standard Time with fire protection personnel from Department of Energy (DOE) sites across the country. A list of the personnel who participated in the telephone conference is shown in Attachment 1.

There appears to be interest and enthusiasm for continuing the organizational efforts of the Task Group. We will continue to develop the best ways to share information and what types of issues are appropriate for the group to consider as the group matures.

Following is a recap of the agenda items covered:

I Establish Telephone Protocol

Everyone was asked to introduce themselves, tell where they were from and what their responsibilities were relative to fire protection.

Everyone was reminded to identify themselves when they were speaking.

The time limit for the conference was stated as being 1-1/2 hours.

Some questions were asked during this time as to the purpose of the Task Group and what DOE's involvement is in Energy Facility Contractors Group (EFCOG) activities. The purpose of EFCOG, as defined on the EFCOG Home Page, is:

Promote excellence in all aspects of the operation, management, and integration of DOE facilities in a safe, environmentally sound, efficient and cost-effective manner through the on-going exchange of information on lessons learned.

DOE supports and funds the EFCOG organization and its activities. Although direct DOE involvement isn't typical, there may be times when DOE personnel are invited to participate in Task Group discussions.

II Agenda Review

The agenda was reviewed and input was requested on any changes. No changes were requested.

III. Agenda Items

The first item on the Agenda was a discussion of the Draft Charter. A number of comments were provided that will be considered during the development of the final version of the charter. Some questions that were asked and the initial responses are shown below.

1. What will the Task Group do?
In general, the expectation is that the Task Group will serve as a forum for an exchange of information and ideas.
2. How do we interact with the DOE Fire Safety Committee?
The thought at present is that the Task Group will not have a working relationship with the DOE Fire Safety Committee.
3. How will the Group interact with DOE relative to policy?
This question will require further discussion. In general, the expectation is that the Task Group will review and provide comments to any new DOE policies related to fire protection.

4. What will be the role of Fire Departments in the Task Group and what Fire Protection Programs will be included (i.e. maintenance, testing, fire prevention, fire response, engineering, etc)?

The expectation is that all aspects of fire protection programs will be open for discussion based on the interests of the members of the Task Group.

A couple of comments as to content included the need to address how this group will add value to DOE over and above NFPA activities and the need to develop short and long term goals for the group.

A major part of the discussion was focused on the objectives of the Task Group. Objectives of the group may include the following:

1. Use NFPA committee memberships to put forth ideas of value to DOE sites.
2. Support development of DOE policies and guidelines by reviewing and commenting as appropriate.
3. Implementation of DOE policies across the complex to be sure we are consistent and cost effective (i.e. not doing more than is required).
4. Share lessons learned related to fire protection issues.
5. Share design information to take advantage of lessons learned at other sites.

Finally, everyone is requested to review the Draft Charter and provide comments via email to Richard Lewis. Take into consideration the need to show how this Task Group will add value and what the short and long term goals may be.

Chairperson selection was discussed. Richard Lewis and Terri Bolton volunteered to co-chair the Task Group initially with the expectation that the chairperson would be selected from the Task Group membership on an annual basis.

A list of issues of interest to the group was the next item of discussion. No effort was made at this time to resolve these issues or to discuss them in any detail. The expectation is that this list of issues will form the basis for sharing of information and lessons learned via email and at the next conference call. Issues identified by the group included:

1. Reliability Centered Maintenance of Fire Protection Systems (Point of Contact (POC) for further information - Terri Bolton)
2. Fire Hazards Analyses Development (POC – Terri Bolton)
3. Property Protection Guidelines and Limits (POC – Terri Bolton)
4. Contractor Ownership (Authority Having Jurisdiction) (POC – Terri Bolton)
5. Safety Class Fire Systems – Who has them and how are they treated differently from other systems
6. Fire Barriers – Penetration Seals, Fire Dampers, Fire Doors
7. Combustible Loading controls – How to Implement
8. Baseline Needs Assessment (BNA) issues
9. Fire System Impairments – What constitutes an impairment, compensatory actions
10. Most sites cannot meet the full intent of fire alarm supervision via alarms reporting to a 24-hour service, therefore needing a security service. How are sites meeting the requirements using a security service or are they meeting the overall requirements. If security is being used are they: 1) trained specifically for fire prevention; 2) do they patrol a facility in its entirety or do they just check doors (what are their responsibilities). (POC – Peter Feng)
11. DOE Orders have historically promoted a defense in depth approach to fire protection systems to meet "the best class of protected property in private industry". Are sites still using this philosophy or are they going to minimum standards? What use is being made of light hazard sprinkler system criteria, backflow prevention (double check valves versus reduced pressure backflow preventers). What are sites doing regarding redundant fire

protection systems as defined by DOE? How are sites addressing DOE directed design (less than what is proposed by the site M & O contractor)? (POC – Peter Feng)

12. Staffing of dispatching and monitoring stations
13. Gloveboxes – materials of construction and other issues (POC – Roy Nelson)
14. Use of performance based codes or performance based design
15. Use of industry standards in lieu of DOE Orders
16. DOE move to use of external regulation (i.e. OSHA and NRC) and impacts on property protection
17. TSR Systems and instrumentation accuracy issues (POC – Kurt Zimmerman)
18. Aging fire alarm systems

A short discussion was held regarding the frequency and type of communications to be utilized by the Task Group. It was decided to maximize the use of email to share information among the members of the group. A list of members and their contact information will be provided. Telephone conferences will be conducted approximately every two months initially. Adjustments will be made as deemed necessary by the Task Group members.

The issue of having a face-to-face meeting was discussed as well. Decided to see how the Task Group works and make a decision later on such a meeting. May consider having the meeting during the DOE Fire Safety Conference at Pantex in late April/early May. If that is chosen as an option, the meeting would be separate from the DOE Fire Safety Conference.

IV. Around the Table

The conference was concluded by “going around the table” to get any last thoughts from the participants.

Attachment 1
Telephone Conference Participants

Name	Location
Roy Nelson	Argonne National Laboratory West
Joe Levesque	Bechtel Nevada
Junie Weeks	Oakridge
Dave Kipley	Chicago
Bob Bitter	Kansas City
Steve Leeds	Lawrence Livermore
Jeff Hancock	Pantex
Peter Feng	Sandia
Ken Roy (substitute for Dave Coleman)	East Tennessee Technology Park (Oakridge)
Howard Brown	WIPP Carlsbad
Kurt Zimmerman	Oakridge
Richard Lewis	Savannah River Site
Terri Bolton	Savannah River Site