

**Voluntary Protection Program  
Meeting Minutes  
April 23, 2008**

Attendees:

| Org<br>Code | Manager                       | Worker                           |
|-------------|-------------------------------|----------------------------------|
| HS-1.1      |                               |                                  |
| HS-1.2      | Timothy Fox                   | Vinh Le                          |
| HS-1.3      |                               | Jess San Agustin                 |
| HS-1.4      |                               |                                  |
| HS-10       |                               | Mohandas Bhat, Carlos<br>Coffman |
| HS-20       | Colette Broussard             | Duli Agarwal                     |
| HS-30       |                               | Paul Lin                         |
| HS-40       |                               |                                  |
| HS-50       | Jim Szenasi                   | Candy Sanchez                    |
| HS-60       |                               | Karen Hsing                      |
| HS-70       |                               | Rick Faiver                      |
| HS-80       |                               |                                  |
| HS-90       |                               | Fletcher Whitworth               |
| ProForce    |                               |                                  |
| NTEU<br>MA  | Dave Schoeberlein - Forrestal | Tom Evans- Germantown            |

**Meeting Minutes**

- All meeting minutes prior to April 9 were approved as written
- Minutes from April 9 were approved as written

**Safety Share**

Jess San Agustin witnessed a traffic/pedestrian near miss (potential accident) at the main DOE Germantown facility. The incident occurred at the intersection near the cafeteria. A pedestrian was almost hit while crossing the road. The vehicle was travelling too fast. In addition, Fletcher Whitworth brought up the fact that the entrance to the GTN facility off of Rt 118 has a “two way” stop at a “three way” intersection. Group recommended posting signs to indicate that on-coming traffic does not stop.

**Action Item:** Jess will followup with this recommendation.

**Items Discussed**

**1. Committee Representatives:**

Brad Davy was not present at today's meeting; therefore, no report was given about contacting MA to obtain a name as a representative for the Committee.

Arnold Guevara was not present at today's meeting; therefore, no report was given on the status of Officer McRae's participation as the ProForce representative.

## **2. Mentoring Session:**

The mentoring session is scheduled for May 28, 2008 from 9:00 a.m. to 3:00 p.m. in 270 CC Room 3056 in Germantown. Room 3055 has also been reserved for lunch. Lunch details will be discussed at a later meeting.

Video conferencing has been arranged between Albuquerque and Germantown. Candy Sanchez was concerned that the Albuquerque POC for the video conferencing did not have the HQ POC information. Colette Broussard indicated that an email was from Debbie Lewis indicating that Lee Spittler was ready for the video conference on May 28.

**Action Item** – Colette Broussard will forward the email to Jim Szenasi and Candy Sanchez with the POC's for arranging the video conference

Colette Broussard reported that she had emailed Mike Kilpatrick with a request to have an all hands meeting on May 29, 2008 for the VPP Committee to educate the HSS employees on the process the Committee is undertaking to achieve VPP Star Status. Although Mike Kilpatrick was supportive, the date, May 29, will not work. Colette suggested that an all-hands meeting be held sometime after the mentoring session to discuss the VPP initiative with all HSS staff.

## **3. Status of HS-1 Approval of Charter:**

Colette Broussard, with Angie Foley's, assistance has assembled the VPP package for HS-1 approval. An HSCT ticket has been generated for the package. The package is going to each Committee member for concurrence prior to HS-1.

The package is now with Dawn Cheek. Colette Broussard will work with Angie Foley to move the package along quickly. To date, Tim Fox, Fletcher Whitworth and Roger Wu indicated they have concurred on the package.

The Committee can expedite the concurrence process by going into HSCT, reading the package and concurring prior to actually receiving the hardcopy of the package. Committee members that are not within HSS will most likely have to wait for the hardcopy of the package to concur.

**Action Item:** Colette Broussard will send an email to the Committee with the HSCT ticket number.

Additionally, the package contains an email that contains the list of Committee members. This list was taken from the Appendix A to the charter. This appendix contains language about the fact that revisions to the attachment would not require the charter to be approved by HS-1. This language was not appropriate for the email.

**Action Item:** Colette Broussard and Angie Foley will work to remove this language from the email.

#### **4. Web Site Update:**

Carlos Coffman reported that a link to the HSS VPP Committee information can readily be added to the HSS website.

**Action Item:** Carlos Coffman will report at the next meeting what the link will be for the HSS VPP Committee information.

#### **5. PDF of Idaho VPP Plan:**

Colette Broussard reported that she received an email from Brad Davy with 2 attachments: the Strategic Plan for Becoming a VPP Star Site and the Voluntary Protection Program Gap Analysis Booklet – Is your VPP Unit Meeting the VPP Criteria? All Committee members should review these documents.

**Action Item:** Colette Broussard will send the files to Committee members for their review.

The Strategic Plan for Becoming a VPP Star Site (flowchart) is a VPP program plan. Colette Broussard asked to table the discussion of these documents until the entire Committee had a chance to review and decide what items in the flowchart have been completed, what needs to be done now and what needs to be done in the future. This will be used to develop the strawman of the HSS VPP program plan.

Dave Schoeberlein, Fletcher Whitworth, Jess San Agustin and Colette Broussard formed Subcommittee #3. Their task will be to review the Strategic Plan for Becoming a VPP Star Site flowchart and develop a draft HSS VPP Program Plan for the Committee to review.

**Action Item:** Subcommittee #3 will have a draft flowchart ready for discussion at the April 30<sup>th</sup> meeting. The proposed flowchart will be distributed to the Committee by April 29<sup>th</sup> for review.

#### **6. Subcommittee Reports:**

**Subcommittee #1** – Barry Clark and Tim Fox

Task includes list of safety issues developed by the Committee for discussion with MA (Cherylynn Williams) to determine how the Committee could assist MA with developing solutions (e.g., assist MA with FEOSH inspections like the fire alarm study).

**Update:** Tim Fox did briefly speak with Cherylynn about some H&S issues (i.e., the extra furniture in the halls). Cherylynn indicated they were aware of the issue, but offered no resolution. On a separate note, she also indicated that it would be hard for MA to participate on the Committee.

Barry Clark did email Cherylynn to request a meeting to discuss MA's representation on the Committee, but no meeting date has been set yet. At this meeting the Committee would like to get feedback as to the mechanism that HSS staff employs to get feedback on how issues are resolved.

**Subcommittee #2** – Karen Hsing, Jess San Agustin and Colette Broussard  
Task is to develop the HSS VPP policy to accompany the charter.

**Update:** Karen Hsing presented a draft version of the policy. Colette Broussard indicated that she had some comments on the policy.

**Action Item** – Colette Broussard will mark up the policy with Jess San Agustin's assistance and forward it by April 25 to the Committee for review and comments.

The goal is to create the policy and submit it to Mr. Podonsky for approval prior to his signature on the charter.

## 7. Annual VPP Conference

Carlos Coffman reported that the Annual VPP Conference will be August 25-28 in Anaheim, CA. There will be an all day pre-Conference workshop in CA on August 24 given by Carlos Coffman on the process to apply for VPP status. The entire Conference will also afford an opportunity to talk with site representatives concerning their VPP status and discuss lessons learned. Colette Broussard asked if the pre-Conference workshop could be given here before the actual Conference so that Committee members could attend that piece of the Conference without needing to travel. It was recommended that if members can travel to it, it will be a very beneficial activity.

**Action Item** – Carlos Coffman will forward to Colette Broussard for distribution to the Committee information on the conference.

**Action Item** – Carlos Coffman will discuss with Colette Broussard (off line) the possibility of holding the pre-conference workshop prior to the conference.

## **8. VPP Recertification**

Brad Davy sent an email to the Committee regarding two sites, West Valley and Hanford, going through the VPP recertification process the week of June 16-27. This would be an opportunity to see “VPP in action”. Carlos Coffman added that if Committee members wanted to attend these site visits, then the first week would be appropriate.

**Action Item** – Colette Broussard will forward Brad Davy’s email to the Committee.

## **9. Next Meeting:**

The next meeting will be held on April 30<sup>th</sup> from 12:00 p.m. to 1:00 p.m. Meeting agenda and location/call-in number for the April 30th meeting will be sent out by Monday, April 28.