

Field Activities Committee (FAC)
Meeting Summary
January 5, 2012

1. Roll call:

Chair Justin Brown called the FAC meeting to order on January 5, 2012 at 11:05pm EST. Attendance is recorded in Attachment A – there were 7 members present. The following associate member was on the call: Marlene Moore.

There were no comments received after the distribution of the November meeting notes. Maggie made a motion that the meeting minutes be approved. The motion was seconded by Dane and unanimously approved. There was no meeting in December 2011.

2. Agenda for Sarasota Meeting

The meeting will be on Wednesday, February 1st from 8:30 to 12:00pm.

Justin would like to use the meeting time to look at the suggestions/comments received on the standards. Ilona has been working on the compilation of suggestions on Volume 2 and Justin has been working on Volume 1.

Mike commented that there are a lot of suggestions and that maybe they should be prioritized so the important ones are looked at during the meeting. Justin will look for the significant suggestions and he asked committee members to e-mail him with anything they feel is significant.

Mike suggested an overview on the progress of FSMO accreditation. The NEFAP EC meeting will be covering this, but Marlene thought it would still be helpful to mention this in the FAC meeting because some people may not be able to attend in the afternoon. Marlene will give a 5 minute overview and invite people to the NEFAP EC meeting in the afternoon.

Marlene suggested having JoAnn give a presentation on advocacy. Justin will add this to the agenda.

3. Committee Membership

Mike had questions about the affiliation of potential new members. The new members being proposed are Troy Burrows (AB) and Michael Shepherd (Other).

Mike motioned that Troy Burrows become a member of the FAC. Maggie seconded the motion and it was unanimously approved.

Maggie motioned that Michael Shepherd become a member of the FAC. Dane seconded the motion and it was unanimously approved.

Justin will take care of necessary notifications.

4. New Business

- Justin asked if people would prefer to set a specific day for each month or just schedule as we go. People preferred to set the meetings after each meeting.

5. Action Items

See comments in Attachment B.

6. Next Meeting

The next meeting of the FAC will be in Sarasota on February 1st.

Action Items are included in Attachment B and Attachment C includes a listing of reminders.

Justin adjourned the meeting at 11:35 am EST. (Motion: JoAnn Second: Mike Miller Unanimously approved.)

Attachment A
Participants
TNI Field Activities Committee

Members	Affiliation	Balance	Contact Information	
Justin B. Brown (Chair) Present	EMT	FSMO	(847)324 3350	jbrown@emt.com
Dane Wren Present	Wren Engineering, P.A.	Other	(407)833-0061	dwren47@aol.com
John Moorman Absent	Water Quality Monitoring Division, South Florida Water Management District	FSMO	(561)753-2400 x4654	jmoorma@sfwmd.gov
Open				
Jan Wilson Absent	CAMMIA Environmental	Other	(360)904-8416	WQL@aol.com
Jo Ann Boyd Present – Joined in during membership vote.	Southwest Research Institute	Accred. Lab.	(210)522-2169	joann.boyd@swri.org
Michael Miller Present	Consultant	Other	(908)233-9624	mwmillerenviron@yahoo.com
Lauren Hedrick Present	A2LA	AB	(301)644 3216	lhedrick@a2la.org
Robert P. DiRienzo Absent	AIHA (ALS)	AB	(801)266-7700	Bob.DiRienzo@ALSGlobal.com
Virginia Murray Absent	NYCDEP- Distribution Water Quality Field Operations	FSMO	718-595-6315	Vmurray@dep.nyc.gov
Craig Forbes Present	HRSD- Pretreatment & Pollution Prevention Division	FSMO	(757)460-7043	CFORBES@HRSD.COM
Maggie Cangro Present	Catalyst Air Management, Inc.	FSMO	(813)994-5880	maggie.cangro@catalystair.com
Ilona Taunton (Program Administrator) Recorded	The NELAC Institute		(828)712-9242	Ilona.taunton@nelac-institute.org

Attachment B

Action Items – FAC

	Action Item	Who	Expected Completion	Actual Completion
45	Get on FEM agenda.	Marlene	May 26	7/28: Marlene has not heard anything. 8/18: Still waiting to hear back. 10/12/11, 11/21/11: Marlene is still waiting to hear back.
47	Update Presentation Summary and distribute before meetings. (Prepare table of speaking engagements. This will be added to minutes and website. Follow-up with Scott Hoatson, Jan and other committee members to find out about other speaking engagements to add to the summary table being prepared.)	Justin	Each Meeting	Ongoing (JoAnn will talk to Justin about possibly helping with this. She would appreciate some help when her schedule is hectic.)
61	Examine what would be the best way to accredit a mobile lab or a stand- alone analytical instrument. What is a semi-permanent mobile lab? What is a mobile lab? What decisions do they need to make when deciding to become accredited? Who should they go to (NEFAP or NELAP)? Look at mobile labs verses mobile facilities. Is this term the same?	Lauren John	(From 9/20/11 Meeting) TBD	
62	Update presentation and distribute for review.	Justin Marlene	Feb 2012 Meeting	Presentation is still being worked on. Date extended to Feb.
63	Invite attendees from San Diego meeting to the next FAC meeting.	Justin	Nov 15, 2011	Complete
67	Provide list of suggested new committee	Jan	Dec 2011	Complete

	Action Item	Who	Expected Completion	Actual Completion
	members based on nominations.	Maggie	Meeting	
68	Talk to Justin and Ilona to figure out how to incorporate changes to the standard.	Marlene	12/6/11	Complete
69	Send Charter out for e-mail vote.	Marlene	12/1/11	Complete
70	Work on Training SOP.	Marlene Virginia	Dec 2011 Meeting	
71	Notifications for new members.	Justin	Sarasota	

Attachment C

Backburner / Reminders – FAC

	Item	Meeting Reference	Comments
2	Update charter in October 2012	2/2/11	
3			
4			