



U.S. Department of Justice
Federal Bureau of Prisons

North Central Regional Office

Kansas City, KS 66101

DATE: March 21, 2013

MEMORANDUM FOR JOHN T. DIGNAM, CHIEF, OIA

FROM:


Scott A. Whitson, Facilities Administrator

SUBJECT: **FCI Waseca Staff Visit**

This memorandum is being prepared to make notification of the site visit that occurred at FCI Waseca to provide training to Mr. Paul Cole, Facility Manager and review progress on B&F projects.

On May 9, 2012, I made a site visit to FCI Waseca to review the progress on the construction of the multi-purpose building and provided training on the 40 hr. rule related to salaries on a B&F project and the proper procedures when requesting S&E salaries or overtime to be utilized on a B&F Project. I provided Mr. Cole with the memorandum dated April 9, 2009 from W. F. Dalius, Assistant Director for Administration, W.I. LeBlanc, Jr., Assistant Director Human Resources Management Division and Paul Laird, Assistant Director Industries, Education, and Vocational Training.

I explained to him the importance to insure his staff is aware of this memorandum since the 40 hour rule applies to only B&F facilities funded positions and S&E facilities funded positions, directed only by this memorandum dated April 9, 2009 and that it was not in policy. I suggested that he develop a work schedule with all foremen so hours worked by facilities staff could be better monitored and tracked.

We reviewed the procedures in policy on requesting salaries and overtime to be used on a B&F project. I explained to him that this was located in P.S. 4200.10 Facilities Operations Manual, Chapter 3 (Building and Facilities Projects). If S&E facilities staff were to be used on a B&F project and if they were to work more than 40 hours per pay period that approval was needed by the Regional Facilities Administrator and Chief,

Facilities Management, Central Office. It was also explained that no overtime was to be used on a B&F project without prior approval of the Regional Facilities Administrator and Chief, Facilities Management, Central Office.

On May 15, 2012, Mr. Cole conducted training to all Facilities staff explaining the 40 hour rule and what they should do if they know they were going to exceed the number of hours on a specific project.

Attached is random monthly meeting minutes of the Facilities Department at FCI Waseca that show where the 40 hour rule is discussed monthly.

Additionally, the institution requested the assistance of Mr. Tim Sheldrake, Facility Manager, FMC Rochester to make periodic visits to FCI Waseca to assist Mr. Cole in the completion of the multi-purpose building and assist with training on the Total Maintenance System (TMS).

Should you require any additional information or documents, please don't hesitate to contact me at 913-551-1031.



U.S. Department of Justice
Federal Bureau of Prisons

FCI Waseca, Minnesota

Facilities Department

Waseca, MN 55093

December 14, 2012

MEMORANDUM FOR SCOTT A. WHITSON, FACILITIES ADMINISTRATOR

FROM:

P Cole
P. Cole
Facility Manager

SUBJECT:

Facility Department Monthly Report for November 2012

Enclosures:

- (1) Work Programming Report
- (2) Project Progress Reports
- (3) Work Programming Meeting Minutes
- (4) Utility Summary Report
- (5) Energy Conservation Report
- (6) Perimeter Detection System Status Report
- (7) Motor Vehicle & Equipment Report
- (8) Facility Operations Staff Meeting Minutes

Enclosures (1) thru (8) are forwarded in accordance with Policy Statement 4200.10 Chapter 2, "Reporting".



Nicole C. English
Chief Executive Officer

cc: CEO
AW (All)
Business Administrator
Safety Manager
Union Rep

App CO 02/11

Facility Department Staff Meeting Minutes

Institution: WAS

Date: 11/01/12

Staff Present

Paul Cole
Dan Bradshaw
Russ Cabasal
Pete DeGrood
Mike Gehloff
Mike Gullickson
Andy Hartfiel
Larry Huber
Dave Johnson
Brad Pederson
Aric Pratt
Del Ziemke

Staff Absent

Jon Juberien
Vicki Winkels
Brian Ziegler
Dave Johnson

Guest Present

Dan Weyder, Safety Specialist
Jay Herman, Supervisory Contract Specialist

Minutes:

See Attached

Facilities Monthly Meeting Agenda

Date - November 1, 2012

Time - Began 7:40 AM / 8:15 AM

Bureau News

- The BOP provides a confidential, informal, neutral and independent means of resolving workplace disputes thru the Office of the Ombudsman
- Diversity and Inclusion we must work as a team to achieve victory
- New Credential Cases are on the way "Law enforcement Officer"
- PREA, It is importance to remain professional at all times when dealing with Female Inmates
- Reentry Initiatives - Please continue to train your details on trade related practices
- Please log onto sally ports to follow the latest Bureau News

ACA

- Please continue to update your Chemical logs and MSDS's. In support of ACA / EMS
- It is equally important to update all IJO and misc. training you provides your details. Create and make copies for review at later time.

Environmental Management Systems (EMS)

- FCI Waseca's 2nd Party Certification is an ongoing effort.
- EMS (2nd Round) is underway. Purchase green and continue to recycle.
- EMS Aspect and Impact Ranking Templates are being reviewed for accuracy

Initial Job Orientation (IJO)

- Need to be updated annually
- Please ensure that all IJO's include proper terminology for Universal Waste and used oil handling and cleanup. This is in support of EMS
- Please see Safety for all updated forms
- Develop your own training to support your trade and document / copies

Safety Training / Job Efficiency Training

- Continue to inform your detail on issues related to EMS / ACA. This is an ongoing mission
- Please take advantage of Safety Video's (let play them all day long)
- Please ensure documentation is noted for your records
- Inmate sign-up sheet with attached roster.
- Keep documentation for the purpose of our upcoming Program Review
- Build your own safety file.

Leave Form (sf-71) Request for Leave

- Please submit prior to leave is taken
- Please ensure proper signatures are in place

Sick Leave

- Personal / verbal notification is required
 - Follow chain of command if immediate supervisor is unavailable.
-

- See the WAS/Bulletin Board for Delegations of Authorities
- All SF-71's must be submitted upon return ASAP

Inmate Injuries

- Ensure your detail is safety conscience
- Please submit all Inmate Injury follow up forms to safety accordingly
- Please ensure the IJO is attached
- Include all safety training the inmate had received
- PPE's utilization should be enforced

Inmate Pat Downs

- Inmates must be pat search, no exceptions
- Please refer to sallyports on how to properly pat down a female inmate
- This prevents the spread of contraband and ensures our safety.
- Male staff is expected to pat down female inmates until further notice

Incident Reports

- Hold inmates accountable for their actions
- No sleeping, lying down and MP3's

Cross Development Series

- Participation is encouraged
- At minimum, Managing Female Offenders should be completed
- Other important ones would be Medical, F/S, and Safety.
- Early morning and late afternoon, opportune time to complete courses.

Work Orders

- Work orders justify our existence.
- You all are doing a great job of closing out PM's and WO's.
- Please highlight the PM so we know it has been put in the system
- Any issues with getting on to the system (i.e. Passwords) please let me know

Purchase Orders

- Check your visa statement for correct name of company
- Visa Statement must be signed prior to submitting
- Please include the YREDOC# on your CC Statement
- Once you receive your Credit Card Statement your immediate attention is required to provide Facilities Management with proper documentation. (Immediate)

Energy Conservation

- Executive Order 13123
 - Requires a plan for conservation of energy in all Federal Buildings
 - ESPC Awarded (Honeywell)
 - Currently in the Investment Grade Audit phase. \$3.9M. in upgrade listed. A more official review and measuring of all ECM's will be conduct to ensure they support or mission.
-

- Project Schedule and Milestones, IGA 1/15/12, Comment Resolution 2/15/13, Contract awarded 3/15/13. These are tentative dates.

Projects

**** Please keep in mind the 40 hour rule. If a project does not have salaries budgeted you could only work 40 hours or less during a given pay period. Currently, FCI Waseca does not have any projects that have salaries budgeted.*

Transformer

-Underway, Anticipating replacement in the next month

SHU Rec Cages

-The cage portion of this of project is complete. Canopy is ongoing .

Multi-Purpose

-Post Construction Certification has been requested.

- This project is near completion

Gas Pump/ Fuel Line

-Statement of Work is being developed

Equipment Justifications

- I will be accepting the wish list for FY 2013

- Please consider departmental needs and not individual

- Please provide me this information ASAP as the institutional list is being generated at this time.

Interdepartmental Communication

- All email sent by myself or Mr. Juberien are expected to be read

- Starting and quitting times must be followed accordingly. In key line at your official starting time and quitting time.

- Personal telephone usage is to be kept to a minimum.

- Posted Picture File must be reviewed quarterly. Please comply

- I have an open door policy come you all re welcome to visit anytime.

**** How many hold CDL's?

*****The past couple weeks have been difficult for some of our staff. Thanks for your continue support and donations.*

Dan Weyderl / Safety, Safety videos are available. Also, the BLR web site offers additional safety related information.

Jay Herman / Business Office, An audit of the credit card statements was conducted recently with good results. Acurate invoices for all purchases are important. Any question you may have related to purchasing please do not hesitate to give me a call.

General Foreman Remarks

None

Question / Concerns???

Future Meetings

- Tentatively December 18, 2012



U.S. Department of Justice
Federal Bureau of Prisons
Federal Correctional Institution

Waseca, Minnesota 56093-0741

March 20, 2013

MEMORANDUM FOR SCOTT WHITSON, NCRO, FACILITIES ADMINISTRATOR

P. Cole
FROM: P. Cole, Facility Manager, FCI Waseca

SUBJECT: **40 Hour Rule**

This memorandum serves as confirmation that I provided oversight related to the "40 Hour Rule" as described in the memorandum from Assistant Director, W.F. Dalius, dated April 9, 2008, with a Subject of "Use of UNICOR, Trust Fund, and B&F Positions".

This meeting was conducted on May 15, 2012, as part of the Facilities Department Annual Retreat held on location at a City operated Sewage Treatment Plant. The 40 Hour Rule was discussed in conjunction to the development of a work schedule associated with the 4A1U Project. This schedule was designed to prevent any possibilities of violating the 40 Hour Rule from existing. In addition, specific language supporting the 40 Hour Rule was added to our Monthly Meeting Agenda starting in August 2012.



U.S. Department of Justice
Federal Bureau of Prisons

FCI Waseca, Minnesota

Facilities Department

Waseca, MN 55093

February 14, 2013

MEMORANDUM FOR SCOTT A. WHITSON, FACILITIES ADMINISTRATOR

FROM: J. Juberien
Facility Manager (Acting)

SUBJECT: Facility Department Monthly Report for January 2013

Enclosures:

- (1) Work Programming Report
- (2) Project Progress Reports
- (3) Work Programming Meeting Minutes
- (4) Utility Summary Report
- (5) Energy Conservation Report
- (6) Perimeter Detection System Status Report
- (7) Motor Vehicle & Equipment Report
- (8) Facility Operations Staff Meeting Minutes

Enclosures (1) thru (8) are forwarded in accordance with Policy Statement 4200.10 Chapter 2, "Reporting".


Julie A. Nicklin, Warden
Chief Executive Officer

cc: CEO
AW (All)
Business Administrator
Safety Manager
Union Rep

App CO 02/11

Facility Department Staff Meeting Minutes

Institution: WAS

Date: 01/28/13

Staff Present

Paul Cole
Jon Juberien
Dan Bradshaw
Russ Cabasal
Mike Gullickson
Larry Huber
Dave Johnson
Brad Pederson
Del Ziemke
Lynn Miller
Brian Ziegler

Staff Absent

Vicki Winkels
Andy Hartfiel
Pete DeGrood
Aric Pratt
Mike Gehloff

Guest Present

Jay Herman, Supervisory Contract Specialist
William Hess, Captain

Minutes:

See Attached

Facilities Monthly Meeting Agenda

Date – January 28, 2013

Time – Began 7:40 AM / 8:30 AM

Bureau News

- Presidential Inaugural Address
- Flu Information
- Changes to Social Security Withholdings
- Importance of Team Work
- Please log onto sallyports to follow the latest Bureau News

ACA

- Please continue to update your Chemical logs and MSDS's. In support of ACA / EMS
- It is equally important to update all IJO and misc. training you provides your details. Create and make copies for review at later time.

Environmental Management Systems (EMS)

- FCI Waseca's 2nd Party Certification is an ongoing effort.
- EMS (2nd Round) is underway. Purchase green and continue to recycle.
- EMS Aspect and Impact Ranking Templates are being reviewed for accuracy

Institution Supplements

- Updating is needed
- Please review those sent to you
- Identify concerns to me via GroupWise - ASAP

Initial Job Orientation (IJO)

- Need to be updated annually (**Important**)
- Please ensure that all IJO's include proper terminology for Universal Waste and used oil handling and cleanup. This is in support of EMS
- Develop your own training to support your trade and document / copies

Safety Training / Job Efficiency Training

- Continue to inform your detail on issues related to EMS / ACA. This is an ongoing mission
- Please take advantage of Safety Video's (**let's play them all day long**)
- Please ensure documentation is noted for your records
- Inmate sign-up sheet with attached roster
- Build your own safety file

Leave Form (sf-71) Request for Leave

- Please submit prior to leave is taken
- Please ensure proper signatures are in place

Sick Leave

- Personal / verbal notification is required
 - Follow chain of command if immediate supervisor is unavailable
-

- See the WAS/Bulletin Board for Delegations of Authorities
- All SF-71's must be submitted upon return ASAP

Inmate Injuries

- Ensure your detail is safety conscience
- Please submit all Inmate Injury follow up forms to safety accordingly
- Please ensure the IJO is attached
- Include all safety training the inmate had received
- PPE's utilization should be enforced

Inmate Pat Downs

- Inmates must be pat search, no exceptions
- Please refer to sallyports on how to properly pat down a female inmate
- This prevents the spread of contraband and ensures our safety
- PREA – Pat downs are still required until 2015

Incident Reports

- Hold inmates accountable for their actions
- No sleeping, lying down and MP3's
- Put them to work (Extra Duty)

Cross Development Series

- Participation is encouraged
- At minimum, Managing Female Offenders should be completed
- Other important ones would be Medical, F/S, and Safety
- Early morning and late afternoon, opportune time to complete courses

Work Orders / ITMS

- Please generate for any work you do around the facility including the Training Center
- You all are doing a great job of closing out PM's and WO's
- Any issues with getting on to the system (i.e. Passwords) please let me know

Purchase Orders

- Check your visa statement for correct name of company
- Invoices and purchase forms need to match
- Keep in mind spending limits
- You are responsible for clarity, completeness and all corrections
- You are all doing a great job in this area. – Keep it going?

Energy Conservation

- Executive Order 13123
 - Requires a plan for conservation of energy in all Federal Buildings
 - ESPC Awarded (Honeywell)
 - Please review the IGA sections that pertain to your discipline.
 - Please send all concerns to me via GroupWise by COB 02/08/13
-

- Currently in the Investment Grade Audit phase. \$5.3M. in upgrade listed. A more official review and measuring of all ECM's will be conduct to ensure they support or mission
- Project Schedule and Milestones, IGA 1/15/13, Comment Resolution 3/15/13, Contract awarded 4/15/13. **These dates are tentative**

Projects

**** Please keep in mind the 40 hour rule. If a project does not have salaries budgeted you could only work 40 hours or less during a given pay period. Currently, FCI Waseca does not have any projects that have salaries budgeted.*

Transformer

- The first of two additional transformers has arrived. Second should be on site any time.

SHU Rec Cages

- The cage portion of this of project is complete. Canopy is underway. Door hatch has been received. Currently waiting on prison lock for Hatch

Gas Pump/ Fuel Line

- Statement of Work is complete
- Working with Engineering Tech on drawings

Interdepartmental Communication

- All email sent by myself or Mr. Juberien are expected to be read
- Starting and quitting times must be followed accordingly. In key line at your official starting time and quitting time
- Personal telephone usage is to be kept to a minimum.
- Posted Picture File must be reviewed quarterly. Please comply
- I have an open door policy come you all re welcome to visit anytime

General Foreman Remarks

- All Credit card forms must be organized with receipts
- ART is underway. All staff will be going back to 8 hr. shifts during your week
- Anyone interested in conducting A&O let me know
- 63N money is available for training Let me know if you are up for recerts or if you need training to enhance your skill levels

Captain Hess Remarks

- *Expressed the importance of patting down our inmates*
- *All male staff must announce their presence when entering a housing unit*
- *Hold your details accountable for their action*
- *Coordinate any issues you may be having with LT's and incident reports with me*

Question / Concerns???

Future Meetings

- Tentatively February 26, 2013
-

Facilities Monthly Meeting Agenda

Date - August 28, 2012

Time - Began 7:40 AM / 8:15 AM

Bureau News

- Mr. Charles Samuels has been selected as Director
- Regional Restructuring
- The Prohibiting of bringing Personal Weapons on Bureau grounds
- He is big on Reentry Programs. All depts. will contribute to this mission
- Our contribution will consist of continuing to teach all inmates assigned the trades of our disciplines. Upon released to society they have a skill to take with them.
- Please log onto sally ports to follow the latest Bureau News

ACA

- Congratulations to you all for a successful audit. Our hard work was evident as the results were tremendous.
- The Auditor will recommend up for reaccreditation based on the finding of his audit.
- Please continue to update your Chemical logs and MSDS's.
- It is equally important to update all IJO and misc. training you provide your details. Create and make copies for review at later time.

Program Review

- Sept. 11-13
- Chemical Cabinets must be order
- Please review assets you are responsible for
- Ensure PM's are completed within the required time frame.

Environmental Management Systems (EMS)

- FCI Waseca's' 2nd Party Certification is an ongoing effort.
- Although it is complete we must continue to participate in the continual cycle of planning, implementing, reviewing and improving the processes and actions that our agency takes to meet its environmental goals
- Please continue to purchase chemicals that are environmentally friendly and dispose of them accordingly.
- EMS (2nd Round) is underway. This includes re-confirming existing templates that support our mission

Initial Job Orientation (IJO)

- Need to be updated annually
- Please ensure that all IJO's include proper terminology for Universal Waste and used oil handling and cleanup.
- Please get the updated form to Safety
- Develop your own training to support your trade and document

Safety Training / Job Efficiency Training

- Continue to inform your detail on issues related to EMS / ACA
-

- Please take advantage of Safety Video's
- Please ensure documentation is noted for your records
- Inmate sign-up sheet with attached roster.
- Keep documentation for the purpose of our upcoming Program Review
- Build your own safety file.

Leave Form (sf-71) Request for Leave

- Please submit prior to leave is taken
- Please ensure proper signatures are in place

Sick Leave

- Personal / verbal notification is required
- Follow chain of command if immediate supervisor is unavailable.
- See the WAS/Bulletin Board for Delegations of Authorities
- All SF-71's must be submitted upon return ASAP
- If FFLA is going to be utilized all areas of the 71 must be completed to include person you are aiding. Son, Daughter, etc.

Inmate Injuries

- Please submit all Inmate Injury follow up forms to safety accordingly
- Please ensure the IJO is attached
- Include all safety training the inmate had received
- PPE's utilization should be enforced

Inmate Pat Downs

- Inmates must be pat search, no exceptions
- Please refer to sallyports on how to properly pat down a female inmate
- Please ensure a through pat down is conducted.
- This prevents the spread of contraband and ensures our safety.
- Male staff are expected to pat down female inmates
- This would include morning and after recalls.

Incident Reports

- How are they handled?
- Cooperation from LT's / Custody - Are we getting it?
- I will follow up on incident reports if needed
- Hold inmates accountable for their actions
- Not sleeping, lying down and MP3's

Cross Development Series

- Participation is encouraged
 - At minimum, Managing Female Offenders should be completed
 - Other important ones would be Medical, F/S, and Safety.
 - Early morning and late afternoon, opportune time to complete courses.
-

Work Orders

- Work orders justify our existence.
- Any issues with getting on to the system (i.e. Passwords) please let me know
- If a dept. submits a work order that is unclear, contact Jon or myself for clarification.
- It is not your responsibility to cancel a work order solely on your own.

Purchase Orders

- Must be signed before submitting
- Proper name of Company must be on form
- Check your visa statement for correct name of company
- Visa Statement must be signed prior to submitting
- Once you receive your Credit Card Statement your immediate attention is required to provide the Facilities Assistant with proper documentation. (Immediate)

Energy Conservation

- Executive Order 13123
- Requires a plan for conservation of energy in all Federal Buildings
- ESPC Awarded (Honeywell)
- Currently in the Investment Grade Audit phase. \$3.9M. in upgrade listed. A more official review and measuring of all ECM's will be conducted to ensure they support our mission.
- Sept. 17, 2012. Honeywell will begin this phase

Projects

**** Please keep in mind the 40 hour rule. If a project does not have salaries budgeted you could only work 40 hours or less during a given pay period. Currently, FCI Waseca does not have any projects that have salaries budgeted.*

- Food Service Dish Machine
 - In process of Closing
- Admin Roof
 - Officially closed
- Replace Asphalt
 - In process of Closing
- Transformer
 - Underway, Anticipating replacement in the next month
- SHU Rec Cages
 - The cage portion of this project is complete. Canopy is expected by January 1st.
- Multi-Purpose
 - Post Construction Certification has been requested.
 - This project is near completion
- Vermaculture (Worm Farm)
 - Going great
 - Thank you Larry for maintaining this operation!

Equipment Justifications

- I will be accepting the wish list for FY 2013
- Please consider departmental needs and not individual
- Please provide me this information ASAP as the institutional list is being generated at this time.

Interdepartmental Communication

- All email sent by myself or Mr. Juberien are expected to be read
- Starting and quitting times must be followed accordingly. In key line at your official starting time and quitting time.
- Personal telephone usage is to be kept to a minimum.
- Posted Picture File must be reviewed quarterly. Please comply
- I have an open door policy come you all re welcome to visit anytime.

General Foreman Remarks

None

Question / Concerns???

***** A question was asked about imputing recently received vehicles into TMS**

Future Meetings

- Tentatively September 25, 2012
-

Paul Cole - Monthly Meeting

From: Paul Cole
To: Juberien, Jon
Date: 8/28/2012 3:39 PM
Subject: Monthly Meeting
Attachments: Meeting Agenda Aug 2012.docx

Jon - Please scan and sent out to all facilities staff as a PDF file...

From: Jon Juberien
To: Bradshaw, Daniel; Cabasal, Russ; Cole, Paul; DeGrood, Pete; Gehloff, Michael; Gullickson, Michael; Hartfiel, Andrew; Huber, Larry; Johnson, David; Miller, Lynn; Pederson, Brad; Pratt, Aric; Winkels, Vicki; Ziegler, Brian; Ziemke, Delbert
Date: 8/29/2012 6:02 AM
Subject: Meeting Agenda Aug 2012
Attachments: Meeting Agenda Aug 2012.pdf

Attached is the meeting minutes from the Facility Monthly meeting for August 2012. Please review and make note of items pertaining to you. Thank you

Message Id: 503DF6CA.EFD : 39 : 57770
Subject: Meeting Agenda Aug 2012
Created By: JJuberien@bop.gov
Scheduled Date:
Creation Date: 8/29/2012 6:02 AM
From: Jon Juberien

Recipients

Recipient	Action	Date & Time	Comment
 WASADM1.WASDOM1			
To: Andrew Hartfiel (AHartfiel@bop.gov)			
To: Aric Pratt (adpratt@bop.gov)			
To: Brad Pederson (BPederson@bop.gov)			
To: Brian Ziegler (bziegler@bop.gov)			
To: Daniel Bradshaw (DBradshaw@bop.gov)			
To: David Johnson (d18johnson@bop.gov)			
To: Delbert Ziemke (DZiemke@bop.gov)			
To: Larry Huber (LHuber@bop.gov)			
To: Lynn Miller (ldmiller@bop.gov)			
To: Michael Gehloff (MGehloff@bop.gov)			
To: Michael Gullickson (MGullickson@bop.gov)			
To: Paul Cole (pxcole@bop.gov)			
To: Pete DeGroot (PDeGroot@bop.gov)			
To: Russ Cabasal (RCabasal@bop.gov)			
To: Vicki Winkels (VWinkels@bop.gov)			

Post Offices

Post Office	Delivered	Route
WASADM1.WASDOM1		bop.gov

Files

File	Size	Date & Time
Meeting Agenda Aug 2012.pdf	111061	8/29/2012 6:00 AM
MESSAGE	353	8/29/2012 6:02 AM
TEXT.htm	365	8/29/2012 6:02 AM

Options

Concealed Subject: No
Expiration Date: None
Priority: Standard
Reply requested by: None
Security: Standard
To Be Delivered: Immediate

Junk Mail Handling Evaluation Results

Message is not eligible for Junk Mail handling
 Message is from an internal sender

Junk Mail settings when this message was delivered

Junk List is enabled
 Junk Mail using personal address books is not enabled
 Junk iCal Mail using personal address books is not enabled
 Block List is enabled

Record Id

Record Id: 50B46EDD.WASDOM1.WASADM1.100.138396F.1.1D19.1
Common Record Id: 50B46EDD.WASDOM1.WASADM1.200.2000000.1.A2FA.1

Facilities Monthly Meeting Agenda

Date - May 15, 2012

Time Began 2:10 pm – 2:30 pm

Bureau News

- Mr. Charles Samuels supports sallyports, please check posting when able
- Communication is key to the success of this agency
- He is big on Reentry Programs. All depts. will contribute to this mission.
- Our contribution will consist of continuing to teach all inmates assigned the trades of our disciplines. Upon released to society they have a skill to take with them.

Environmental Management Systems

- FCI Waseca received their 2nd Party Certification.
- Although it is complete we must continue to participate in the continual cycle of planning, implementing, reviewing and improving the processes and actions that our agency takes to meet its environmental goals
- Please continue to purchase chemicals that are environmentally friendly and dispose of them accordingly.
- EMS (2nd Round)

ACA

- Scheduled for August of 2012
- Pay attention to bin cards and inventory of chemicals
- Make sure refrigerators in offices are marked "Staff Only"
- Storage closets and hidden spaces will be searched.
- Sanitation plays a large part of the audit
- Mock Walk Thru is scheduled for June 11 – 16 (Same as CCW & Paving Project)

Correctional Workers Week

- June 11-16
- Several activities planned
- Please participate and support your fellow Correctional Workers

Initial Job Orientation (IJO)

- Need to be updated annually
- Please ensure that all IJO's include proper terminology for Universal Waste and used oil handling and cleanup.
- Please get the updated form to Safety as received
- Pay attention to job description forms. If updating is needed please proceed. "My signature / Wardens" No old signatures should be on forms

Safety Training / Job Efficiency Training

- Continue to inform your detail on issues related to EMS
 - Please take advantage of Safety Video's
 - Please ensure documentation is noted for your records
 - Inmate sign-up sheet with attached roster.
-

- Keep documentation for the purpose of our upcoming Program Review
- Build your own safety file.

Leave Form (sf-71) Request for Leave

- Please submit prior to leave is taken
- The New Year is underway and all leave has been selected.
- Thanks to Jon Juberien for his work on making the monthly calendars

Sick Leave

- Personal / verbal notification is required
- Follow chain of command if immediate supervisor is unavailable.
- See the WAS/Bulletin Board for Delegations of Authorities
- All SF-71's must be submitted upon return ASAP
- If FFLA is going to be utilized all areas of the 71 must be completed to include person you are aiding. Son, Daughter, etc.

Inmate Injuries

- Please submit all Inmate Injury follow up forms to safety accordingly
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- Male staff are expected to pat down female inmates
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Incident Reports

- How are they handled?
- Cooperation from LT's / Custody - Are we getting it?
- I will follow up on incident reports if needed
- Hold inmates accountable for their actions

Cross Development Series

- Participation is encouraged
- At minimum, Managing Female Offenders should be completed
- Other important ones would be Medical, F/S, and Safety.
- Early morning and late afternoon, opportune time to complete courses.
- I only know of one person to have completed a course.

Work Orders

- Work orders justify our existence.
-

- Any issues with getting on to the system (i.e. Passwords) please let me know
- If a dept. submits a work order that is unclear, contact Jon or myself for clarification.
- It is not your responsibility to cancel a work order solely on your own.

Purchase Orders

- Must be signed before submitting
- Please do not date when submitting. I will date upon signing the form.
- Proper name of Company must be on form
- Check your visa statement for correct name of company
- Visa Statement must be signed prior to submitting
- Once you receive your Credit Card Statement your immediate attention is required to provide the Facilities Assistant with proper documentation. (Immediate)

Energy Conservation

- Executive Order 13123
- Requires a plan for conservation of energy in all Federal Buildings
- ESPC Awarded (Honeywell)
- Preliminary Assessment has arrived. 3.9 mil. in upgrade listed. A thorough review of all ECM's is being conducted to ensure they support our mission.
- Xcel energy has initiated a grant that we are going to take advantage of. Solar Photovoltaic. The changing of solar energy into electricity.

Multi-Purpose Building

- A schedule is being developed to speed the progress along without exceeding the "40 hour rule"
- We are going to get some much needed help from Rochester.
- Tim Sheldrake and Randy E. Will be assisting us with the final phase of this project.
- They are assisting / not taking over!

Other Projects

- Food Service Air Handler

-Closed

- Food Service Dish Machine

- Will be closed soon

-Admin Roof

Completed. Waiting to get Caryle and Shrickerts in for final walk thru and warranty verification.

-Transformer

Has been purchased and work will begin upon its arrival

-SHU Rec Cages

Tech Approval has been sent to NCRO. Once signed work can begin

-Paving Project

June 12-16th (Same as CCW) Both Parking lots, Circle and portions of Fire Road

Equipment Justifications

- I have submitted several for FY 12. Please generate your list for yearend moneys

Interdepartmental Communication

- All email sent by myself or Mr. Juberien are expected to be read
- Starting and quitting times must be followed accordingly. In key line at your official starting time and quitting time.
- Personal telephone usage is to be kept to a minimum.
- I have an open door policy come you all re welcome to visit anytime. The new office is working out well. I would like for an orderly to stop up daily to change trash.

General Foreman Remarks

- Annual Leave
- General Discussions about day to day happenings in the dept.
- Accruals

Question / Concerns???

Future Meetings

- First Tuesday of each month (Tentative)
-

Project 4A1U-Multi Purpose Building
May 2012 Escort

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16 Degrood Pratt Ernste	17 Hartfiel Gullickson	18 Hartfiel Pratt	19
20	21 No work due to training and limited staff	22 Hartfiel Pederson Gehloff Ernste	23 Hartfiel Ernste	24 Gullickson Pratt	25 Pederson Gullickson Pratt	26
27	28 Holiday	29 Degrood Pederson Gehloff Ernste-A/L	30 Hartfiel Ziegler Johnson Ernste-A/L	31 Degrood Gullickson Johnson		

June 2012 Escort

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1 Hartfiel Pederson Gullickson	2
3	4 Degrood Pederson	5 Gehloff Ziegler Ernste	6 Ziegler Johnson Ernste	7 Degrood Pratt	8 Pederson Pratt	9
10	11 Degrood Pederson Johnson	12 Hartfiel Ziegler Ernste	13 Hartfiel Ziegler Gullickson Ernste	14 Gullickson	15 Degrood Pederson	16
17	18 Pederson Ziegler Pratt	19 Hartfiel Pederson Gullickson Ernste	20 Hartfiel Gullickson Ernste	21 Degrood Pratt	22 Degrood	23
24	25 Pederson Gehloff Ziegler	26 Hartfiel Gullickson Ernste	27 Hartfiel Gehloff Gullickson Ernste	28 Degrood Pederson	29 Degrood	30

Paul Cole - Facilities Retreat

From: Paul Cole
To: Facilities Staff
Date: 5/11/2012 2:02 PM
Subject: Facilities Retreat
CC: English, Nicole; Heisner, Russell

On May 15, 2012, at 9:00 AM, we have been afforded the opportunity to conduct our department retreat at the City of Owatonna Public Utilities and Waste Water Treatment Plant. The day will consist of a guided tour of their water utilities and the discussing of electric / gas department topics in the afternoon. In addition, we will be having lunch on site. I am anticipating the touring and discussions will be complete by 2:00 PM, at which time we will hold a department meeting, utilizing one of their conference rooms. A van will be departing from the institution at 8:15 AM, for those who wish to car pool.

Should be an interesting day.

Message Id: 4FAD6228.397 : 71 : 57448
Subject: Facilities Retreat
Created By: pxcole@bop.gov
Scheduled Date:
Creation Date: 5/11/2012 2:02 PM
From: Paul Cole

Recipients

Recipient	Action	Date & Time	Comment
WASADM1.WASDOM1	Delivered	5/11/2012 2:02 PM	
To: Andrew Hartfiel (AHartfiel@bop.gov)	Read	5/14/2012 6:04 AM	
To: Aric Pratt (adpratt@bop.gov)	Read	5/11/2012 2:02 PM	
To: Brad Pederson (BPederson@bop.gov)	Read	5/11/2012 3:32 PM	
To: Brian Ziegler (bziegler@bop.gov)	Read	5/14/2012 6:07 AM	
To: Daniel Bradshaw (DBradshaw@bop.gov)	Read	5/14/2012 6:07 AM	
To: David Johnson (d18johnson@bop.gov)	Read	5/14/2012 6:14 AM	
To: Delbert Ziemke (DZiemke@bop.gov)	Read	5/17/2012 8:26 AM	
To: Jon Juberien (JJuberien@bop.gov)	Read	5/14/2012 7:23 AM	
To: Larry Huber (LHuber@bop.gov)	Read	5/14/2012 6:47 AM	
To: Lynn Miller (ldmiller@bop.gov)	Read	5/11/2012 2:59 PM	
To: Michael Gehloff (MGehloff@bop.gov)	Read	5/14/2012 6:20 AM	
To: Michael Gullickson (MGullickson@bop.gov)	Read	5/11/2012 2:55 PM	
CC: Nicole English (ncenglish@bop.gov)	Third-Party Downloaded	5/11/2012 2:02 PM	
	Read	5/11/2012 3:01 PM	
To: Pete DeGood (PDeGood@bop.gov)	Read	5/14/2012 6:11 AM	
To: Russ Cabasal (RCabasal@bop.gov)	Read	5/14/2012 6:43 AM	
CC: Russell Heisner (rheisner@bop.gov)	Third-Party Downloaded	5/11/2012 2:02 PM	
	Read	5/11/2012 2:35 PM	
To: Vicki Winkels (VWinkels@bop.gov)	Read	5/11/2012 3:06 PM	

Post Offices

Post Office	Delivered	Route
WASADM1.WASDOM1	5/11/2012 2:02 PM	bop.gov

Files

File	Size	Date & Time
MESSAGE	979	5/11/2012 2:02 PM
TEXT.htm	1021	5/11/2012 2:01 PM

Options

Auto Delete: No
Concealed Subject: No
Expiration Date: None
Notify Recipients: No
Priority: Standard
Reply requested by: None
Security: Standard
To Be Delivered: Immediate

Record Id

Record Id: 5024B7C4.WASDOM1.WASADM1.100.138396F.1.1634.1
Common Record Id: 5024B7C4.WASDOM1.WASADM1.200.2000000.1.7CB6.1