

Moermond, Marcia (CI-StPaul)

From: Migdal, Sebastian (CI-StPaul)
Sent: Friday, June 14, 2013 9:38 AM
To: Moermond, Marcia (CI-StPaul)
Cc: Wiese, Angie (CI-StPaul)
Subject: FW: 540 Cedar Street Appeal

Importance: High

Good Morning Marcia,

Mr. Peterman sent me this email yesterday afternoon and I wanted to make sure you had this.

Thank you and have a good day,

Sebastian



Sebastian Migdal

Fire Inspector

Department of Safety and Inspections

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From: Peterman, Gene (ADM)
Sent: Thursday, June 13, 2013 3:48 PM
To: *CI-StPaul_LegislativeHearings; Migdal, Sebastian (CI-StPaul)
Cc: Lunz, William E (DHS)
Subject: 540 Cedar Street Appeal
Importance: High

Marcia/Sebastian,

Bill Lunz provided some additional information to me in the email below. We would request this additional information be reviewed and taken into consideration during the decision making process. Feel free to call me should you have any questions.

Thank you,

Gene M. Peterman
Building Manager
Department Of Administration

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Gene.Peterman@State.MN.US

From: Lunz, William E (DHS)
Sent: Thursday, June 13, 2013 11:46 AM
To: Peterman, Gene (ADM)
Cc: Lunz, William E (DHS)
Subject: Supplemental Information of Time Delayed Crash- Bar Doors

Am forwarding to you some additional information that maybe helpful to The City of St. Paul Legislative Hearing Officer, Marcia Moermond, related to the order issued by St. Paul Fire Inspector Sebastian Migdal. Based on the questions asked by Hearing Officer Moermond, I am providing some photos of the two main time delayed crash bars in question.

As shown in the photographs the café exit is clearly identified as a time delayed exiting crash bar and that an access card is required to be used for normal use by authorized individuals having key cards. This door is used regularly by Department of Human services staff visiting the café and employees are accustomed to using their cards to enter this stairwell and possibly the exterior emergency exit. The door is covered by a surveillance camera located on the stairwell side of the door (dome camera upper left of picture). The photos also show the main entrance to the café and the close proximity of an unlocked building entrance.



The second set of photos show the time delayed exit to the second floor conference room assembly area. Again this door has a card reader to allow immediate entry into the stairwell for DHS staff for normal building circulation purposes. The door is clearly identified as requiring an access card for entry and is used often by employees who know this requirement. In addition to the signage, we have an emergency red telephone positioned next to this crash-bar door that would enable anyone to call the security center for assistance. Information is on the phone to describe how to do this.

As asked by Hearing Officer Moermond, the photos also show a surveillance camera looking directly at this emergency exit (dome camera upper center of picture). Security officers are in the building 24/

7 and this camera sequences through, along with others, to allow officer viewing. The Security officers also have the capability of isolating this camera on one monitor and exclusively watch it.



Finally, I am including the DHS meeting room policy. The policy mandates that conference room assembly areas are restricted to DHS personnel usage or events hosted by DHS staff which are required to be on-site during any event. All DHS employees have access cards that are programmed to immediately unlock these time delayed crash bar doors. In the event of a non-fire evacuation, DHS staff would be available to use their cards to unlock this door and allow meeting attendees to leave.

If you think appropriate, please forward this additional information on to both Hearing Officer Moermond and Fire Inspector Migdal to further describe the operation of these doors to support our access control program and compliance with Federal security standards.

Policy on Meeting Room Usage, Audiovisual Equipment and Visitor Access for Elmer L. Andersen Human Services Building and 444 Lafayette

Policy overview

Department of Human Services meeting rooms, located in the Elmer L. Andersen Human Services Building, 540 Cedar St., and 444 Lafayette are intended to be used by department employees and agents for DHS-related business. Meeting rooms, when available, also may be used by any state agency and DHS employee for other purposes with the approval of Management Services.

Permitted use

DHS meeting rooms may be used for:

- Employees and agents for DHS business
- Business by other state agencies if the meeting or event is hosted by a DHS employee and approved by Management Services
- Employees and their exclusive representatives as provided in collective bargaining agreements
- DHS employees for purposes determined by Management Services, DHS' Human Resources Division or the Office of Equity and Organizational Effectiveness to be in the best interest of DHS and/or its employees, such as retirement celebrations and employee recognition/celebratory events, exhibits, technology demonstrations or other activities.

Prohibited use

DHS meeting rooms may not be used for:

- Any political activity
- Any religious activity except if approved by the Office of Equity and Organizational Effectiveness for an employee as a religious accommodation
- Any fundraising unless authorized by the DHS Human Resources Office and approved by the DHS commissioner.

Hours and service provisions

- DHS employees and agents are welcome to schedule and use meeting room facilities for permitted use:

Between 7:30 a.m. and 4:30 p.m., Monday through Friday

The Andersen Building will only be available for public meetings or public events after business hours or on weekends if the sponsoring group pays the cost of the additional after-hour security staffing; a two-week advance notice is required. 444 Lafayette can be used as an alternative free of charge for public meetings and public events after business hours. However, no weekend public events or meetings are possible unless the sponsoring group pays for the additional security.

“Public meeting or public event” is defined as any that includes individuals who do not have a security badge that will get them into the Andersen or Lafayette Building after business hours or on weekends.

- Contractors and non-DHS parties may schedule meeting room facilities for permitted uses during nonbusiness hour periods if sponsored and attended by a DHS employee.

- Events may not be authorized if:

Meeting room space is unavailable.

Topics would require extraordinary security services.

Security of staff or confidential information could be jeopardized.

Substantial heating, cooling or ventilation services are required.

- Monetary assessments may be required if the approved event requires:

Presence of additional heating or cooling technicians, security officers, facility coordinators, information desk staff, information technology personnel, or other technical or event support personnel.

Special/nonstandard room set up or additional chairs

Repair to damaged property or equipment caused by negligence.

- Use of scheduled meeting rooms may be cancelled if:

Electrical or environmental systems fail.

Emergency maintenance is necessary.

Participants are disruptive to DHS employees or other meetings.

Any other reason as determined by Management Services to be in the best interest of DHS.

Conditions

- All meetings shall adhere to meeting time frames to avoid conflict with other users.

- Meeting hosts are responsible for arranging [network](#) connections, [operation](#) of audiovisual equipment and use of their own laptop and media prior to the event. Training and testing of the equipment is strongly encouraged (see [Pre-meeting preparation](#)). Additional meeting setup time should be scheduled if operation of equipment is uncertain.

- Several DHS employees may be required to be in attendance during large events to assist in directing and monitoring visitors.

- Room furniture may be rearranged by **users** to meet the needs of the meeting.
- All furniture must be returned to the room's original configuration at the end of the meeting. Meeting room setup charts are available in the document holder located near the door.
- All furniture must remain in the meeting room and not moved to any other location or taken for personal use.
- If, for space reasons, the event requires furniture removal from the meeting room, arrangements must be made with the Management Services Division [Facilities Unit](#) at least one week prior to the event. Monetary assessments may apply.
- Meetings shall be conducted in a manner so as not to disrupt or interfere with nearby workstation occupants or other meetings.
- Only manufacturer-approved white board marking pens shall be used. Costs to repair damaged white boards caused by use of permanent markers will be assessed to the sponsoring division.

William E. Lunz C.P.P., Assistant Director
Management Services Division
Minnesota Department of Human Services
651-431-2207

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