



MISSION

It is our mission to deliver quality healthcare to the residents of and visitors to Big Bear Valley through the most effective use of available resources.

VISION

To be the premier provider of emergency medical and healthcare services in our Big Bear Valley.

BOARD OF DIRECTORS

PLANNING & FACILITIES COMMITTEE MEETING AGENDA

THURSDAY, APRIL 26, 2018

5:00 PM – OPEN SESSION @ HOSPITAL CONFERENCE ROOM

41870 GARSTIN DRIVE, BIG BEAR LAKE, CA. 92315

Copies of staff reports or other written documentation relating to each item of business referred to on this agenda are on file in the Chief Executive Officer's Office and are available for public inspection or purchase at 10 cents per page with advance written notice. In compliance with the Americans with Disabilities Act and Government Code Section 54954.2, if you need special assistance to participate in a District meeting or other services offered by the District, please contact Administration (909) 878-8214. Notification at least 48 hours prior to the meeting or time when services are needed will assist the District staff in assuring that reasonable arrangements can be made to provide accessibility to the meeting or service. **DOCUMENTS RELATED TO OPEN SESSION AGENDAS (SB 343)** Any public record, relating to an open session agenda item, that is distributed within 72 hours prior to the meeting is available for public inspection at the public counter located in the Administration Office, located at 41870 Garstin Drive, Big Bear Lake, CA 92315. For questions regarding any agenda item, contact Administration at (909) 878-8214.

OPEN SESSION

1. **CALL TO ORDER** **Jack Roberts, 2nd Vice President**
2. **ROLL CALL** **Shelly Egerer, Executive Assistant**
3. **ADOPTION OF AGENDA***
4. **PUBLIC FORUM FOR OPEN SESSION**
Opportunity for members of the public to address the Committee on Open Session items.
(Government Code Section 54954.3, there will be a three (3) minute limit per speaker. Any report or data required at this time must be requested in writing, signed and turned in to Administration. Please state your name and city of residence.)
5. **DIRECTORS COMMENTS**
6. **APPROVAL OF MINUTES***
A. March 29, 2018
7. **OLD BUSINESS***
 - None
8. **NEW BUSINESS***
 - A. Discussion and Potential Recommendation to the Board of Directors of Entering Into An Agreement with An Architect Firm: CA Architect or Moon & Mayors
 - B. Discussion and Update on Potential Future Rental Office Space (Big Bear Lake Library Building)
 - C. Discussion and Information on Pharmacy Department Sterile Compounding Future Requirements

9. PLANNING & FACILITIES*

A. Construction Project (s)

Including: (FHC, RHC, PT, Hospital, Maintenance)

- Hospital Front Lobby Door – Replacement
- Public Restroom/Acute Kitchen Plumbing Repair
- Pyxis Replacement
- ASHRE 188 Risk Management Plan for Legionellosis
- Hospital Medical Air Compressor
- Hospital Fire Door Repairs
- Emergency Room Department Renovations

B. Potential Equipment Requirements

Including: (FHC, RHC, PT, Hospital, Maintenance)

- Snow Plow for District Vehicle

C. Repairs/Maintenance

Including: (FHC, RHC, PT, Hospital, Maintenance)

- Nitrogen Generator
- Plant
- Fox Farm Storage
- Hospital Corridor Lighting
- ER Lobby, Dr.'s Lounge & RHC TV's

10. ADJOURNMENT*

*** Denotes Actions Items**

**BEAR VALLEY COMMUNITY HEALTHCARE DISTRICT
PLANNING & FACILITIES COMMITTEE
MEETING MINUTES
March 29, 2018**

MEMBERS	Jack Roberts, 2 nd Vice President	Shelly Egerer, Exec. Assistant
PRESENT:	Rob Robbins, President	Michael Mursick, Plant Manager
	John Friel, CEO	
STAFF:	Garth Hamblin	Kerri Jex
ABSENT:	None	
COMMUNITY		
MEMBERS:	None	

OPEN SESSION

1. CALL TO ORDER

Board Member Roberts called the meeting to order at 5:00 p.m.

2. ROLL CALL

Jack Roberts and Rob Robbins were present. Also present were John Friel, CEO, Michael Mursick, Plant Manager and Shelly Egerer, Executive Assistant.

3. ADOPTION OF AGENDA*

Board Member Roberts motioned to adopt the March 29, 2018 Agenda as presented. Second by President Robbins to adopt the March 29, 2018 Agenda as presented. Board Member Roberts called for the vote. A vote in favor of the motion was unanimously approved.

- Board Member Roberts- yes
- President Robbins - yes

4. PUBLIC FORUM FOR OPEN SESSION:

Board Member Roberts opened the Hearing Section for Public Comment on Open Session items at 5:00 p.m. Hearing no request to address the Planning & Facilities Committee, Board Member Roberts closed the Hearing Section at 5:00 p.m.

5. DIRECTOR'S COMMENTS:

- Board Member Roberts stated that he once again wanted to thank Maintenance Department for their work; feels the committee is for the entire facility and long term planning for the district.

6. APPROVAL OF MINUTES:

A. February 22, 2018

Board Member Roberts motioned to approve the February 22, 2018 minutes as presented. Second by President Robbins to approve the February 22, 2018 minutes as presented. Board Member Roberts called for the vote. A vote in favor of the motion was unanimously approved.

- Board Member Roberts - yes
- President Robbins - yes

7. OLD BUSINESS*

A. Discussion and Update on Master Plan/Design and Scheduling of Tours of Various Facilities:

- Mr. Friel reported that we still have the two architect firms; recently toured two facilities Long Beach Memorial and Torrance Memorial, spoke with staff and was treated great; remodel of their Radiology Department and their comments on CA Architects were positive.
 - Long Beach had a \$28 million project which is beautiful.
 - CA Architect has not completed a critical access hospital; we felt this was a weakness.
 - Proposed a vision and followed through with what the customer wanted.
 - Moon & Mayors is still working with April dates. An invite will be sent to the full Board once the date is confirmed.
 - CA Architect pricing is still a concern and would like to obtain additional information on why the cost was so high and the committee asked Mr. Friel to confirm if there are any change orders.

Board Member Roberts reported no action required.

8. NEW BUSINESS*

A. Discussion on Long Term Planning & Facilities Responsibilities:

- Board Member Roberts would like to know if there are any recommendations from staff on what this committee should be focusing on, does not want to limit this meeting to just the facility upgrades. Board Member Roberts wants to ensure the Planning & Facilities Committee is using the time to focus on the needs of the district.
- Mr. Friel stated that he felt this committee was to look at the day to day and long term projects. There are several items that will need to be vetted; Surgery, 2030 seismic standards.

Board Member Roberts reported no action required

9. PLANNING & FACILITIES*

A. Quarter 1 Fire/Life Safety Report:

- Mr. Mursick is required to report quarterly on Fire Life Safety.
 - Reported provided

B. Construction Project:

- Mr. Mursick reported the following:
 - Hospital Front Lobby Door Replacement
 - Completed
 - Physical Therapy Exterior & Interior Painting:
 - Completed
 - Public Restroom/Acute Kitchen Plumbing Repair:
 - Kitchen plumbing is not corrected at this time
 - Restrooms complete
 - Pyxis Replacement has been put aside due to the lack of man power:
 - Seismic mounts need to be installed, this is an OSHPD project.
 - ASHRE 188 Risk Management Plan for Legionellosis:
 - We have begun the process.
 - Ongoing project, there are some repairs that need to be completed. The inspection is for the plumbing.
 - Hospital Medical Air Compressor:
 - Agreement is approved
 - Hospital Fire Door Replacement:
 - Continuing to replace doors, ongoing project.
 - Mock survey will be completed and will assist in identifying areas of improvement.

B. Potential Equipment Requirements:

- **Mr. Mursick reported the following:**
 - Snow Plow for District Vehicle
 - Informational at this time; this will be added to capital budget.
 - Vehicle is 2004, high capacity diesel, 35,000 miles approximate worth \$16,000. Is a reliable vehicle. At this time there is no reason to purchase a vehicle.

C. Repairs/Maintenance

- Mr. Mursick reported the following:
 - ER Sliding Doors
 - State made some recommendations on upgrading the department.
 - All internal equipment completed.
 - IT Servicer Room HVAC completed.
 - RHC Blower Motor Replacement completed.
 - Facilities/Diesel Tank tune up completed.

- OR – Inspected L.I.M. Devised - required to inspect them annually, will need to be replaced. This is a capital budget approximately \$25,000 to \$35,000 to replace and upgrade. A lot of the equipment needs to be replaced and will need some internal remodel work.
- Capital budget has plumbing & plant repairs that need to be completed. The fire door inspection is a large project, 56 doors will need to be replaced; replaced one of the 56 doors, new vendor will be on site to survey the doors, \$20,000 to repair the doors. Emergency generator is also something to view.

President Robbins motioned to approve the Planning & Facilities Report as presented. Second by Board Member Roberts to approve the Planning & Facilities Report as presented. Board Member Roberts called for a vote. A vote in favor of the motion was unanimously approved.

- Board Member Roberts - yes
- President Robbins - yes

10. ADJOURNMENT*

President Robbins motioned to adjourn the meeting at 5:40 p.m. Second by Board Member Roberts to adjourn the meeting. Board Member Roberts adjourned the meeting. Board Member Roberts called for a vote. A vote in favor of the motion was unanimously approved.

- Board Member Roberts - yes
- President Robbins - yes



MEMO

Date: April 19, 2018
To: Planning & Facilities Committee
From: Michael Mursick, Director of Facilities
Re: Discussion and Update on Potential Future Rental Office Space (Big Bear Lake Library Building)

Recommendation:

At this time, I recommend doing a site visit and further discussing the options for occupying the facility.

Background:

The Big Bear Lake Library has an available office space that used to be a physician's office adjacent to the Library itself. The building sits dormant and the County of San Bernardino had their maintenance department strip the facility down to the bare floor due to water damage from a broken pipe last winter. The space is approximately six thousand square feet and has numerous parking spaces that come with the lease.



MEMO

Date: April 19, 2018
To: Planning & Facilities Committee
From: Michael Mursick, Director of Facilities
Re: USP 800

Recommendation:

At this time, I recommend that we seek out a design professional that has experience with this new mandate to assist BVCHD with meeting these new requirements.

Background:

The purpose of USP 800 is develop standards for handling hazardous drugs in health care settings and help promote patient safety, worker safety, and environmental protection. USP 800 was written to protect all workers, patients and the general public who may be accessing facilities where hazardous drugs (HDs) are prepared. This includes but is not limited to pharmacists, technicians, nurses, physicians, physician assistants, home healthcare workers, veterinarians, and veterinary technicians.

Bear Valley Community Healthcare District Construction Projects 2018

Department / Project	Details	Vendor and all associated costs	Comments	Date Complete
Hospital Front Lobby Door Replacement	Replace the old non function door with new door and hardware	Lyman Doors	Complete	
Public Restroom/Acute Kitchen Plumbing Repair	Remove the concrete in areas to access damaged plumbing.	Pride Plumbing/Facilities	Public Restrooms Complete, Acute Kitchen in Progress	
Pyxis Replacement	Pyxis equipment is in place and seismic anchors will be installed soon.	Facilities	In Progress	
ASHRE 188 Risk Management Plan for Legionellosis	New Mandate for Hospitals	Forensic Analytical Consulting Services Inc.	In Progress	
Hospital- Medical Air Compressor	Compressors is failing and no longer meets code requirments	FS Medical	Waiting on contracts	
Hospital- Fire Door Repairs	During our latest inspection most of our doors were identified as having deficiencies	Facilities	Will have to evaluate major repairs and include in Capital Budget	
Emergency Room Renovations	Repaint, refloor, repair cabinets	Various	Repairs and renovations to be discussed.	

Bear Valley Community Healthcare District Potential Equipment Requirements

Department / Project	Details	Vendor and all associated costs	Comments	Date Complete
Facilities- New SnowPlow for truck	Facilities would like to purchase a new plow with modern controls	N/A	Will include in next years Capital Budget	

Bear Valley Community Healthcare District Repairs Maintenance

Department / Project	Details	Vendor and all associated costs	Comments	Date Completed
Nitrogen Generator	Compressor failed	Facilities	Replaced	
Plant	Recirculating hot water pump failed	Facilities	Replaced	
Fox Farm Storage	Storage needs to be cleaned up	Facilities	Completed	
Hospital Cooridor lighting	Numerous bulbs and ballast need replaced	Facilities	Completed	
ER Lobby, Dr's Lounge, RHC TV's	Install new streaming TV's	Facilities	Completed	