

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, JUNE 28, 2018 5:00 PM –CLOSED SESSION @ HOSPITAL CONFERENCE ROOM 5:30 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 CLOSED SESSION** Opportunity for members of the public to address the Committee on Closed 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. ADJOURN TO CLOSED SESSION*

CLOSED SESSION

1.REAL PROPERTY NEGOTIATIONS:*Government Code Section 54956.8 / TRADE
SECRETS: Pursuant to Health and Safety Code Section 32106, and Civil Code Section 3426.1
(1) Potential Acquisition(1) Potential Acquisition(Anticipated Disclosure 06/28/18)

OPEN SESSION

1. CALL TO ORDER

Jack Roberts, 2nd Vice President

2. RESULTS OF CLOSED SESSION*

Jack Roberts, 2nd Vice President

3. 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.)

4. DIRECTORS COMMENTS

5. APPROVAL OF MINUTES* A. April 26, 2018

6. OLD BUSINESS*

• None

7. NEW BUSINESS*

A. Discussion and Update on Moon & Mayoras Architect Retrofit of Hospital

- B. Discussion and Update on the Capital Budget Improvement Plan (Fiscal Year 2018/2019)
- **C.** Discussion and Potential Recommendation to the Board of Directors the Capital Budget Project Approval Process
- **D**. Discussion and Potential Recommendation to the Board of Directors a Request From BVCHD Foundation: Tree of Lights
- E. Discussion and Update on the Board of Directors Retreat (To Include Potential Date)

8. PLANNING & FACILITIES*

- A. Construction Project (s) Including: (FHC, RHC, PT, Hospital, Maintenance)
 - o Public Restroom/Acute Kitchen Plumbing Repair
 - o Pyxis Replacement
 - o ASHRE 188 Risk Management Plan for Legionellosis
 - o Hospital Medical Air Compressor
 - o OR Water Damage
 - o HVAC Control Air Compressor

B. Potential Equipment Requirements

- Including: (FHC, RHC, PT, Hospital, Maintenance)
- o Snow Plow for District Vehicle

C. Repairs/Maintenance

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

- o OR Shower
- OR Drywall Repairs
- o Pharmacy

9. ADJOURNMENT

* Denotes Actions Items

BEAR VALLEY COMMUNITY HEALTHCARE DISTRICT PLANNING & FACILITIES COMMITTEE MEETING MINUTES April 26, 2018

MEMBERS PRESENT:	Jack Roberts, 2 nd V Rob Robbins, Press John Friel, CEO		Shelly Egerer, Exec. Assistant Michael Mursick, Plant Manager
STAFF:	Garth Hamblin	Kerri Jex	Mary Norman
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 April 26, 2018 Agenda as presented. Second by President Robbins to adopt the April 26, 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:

• None

6. APPROVAL OF MINUTES:

A. March 29, 2018

Board Member Roberts motioned to approve the March 29, 2018 minutes as presented. Second by President Robbins to approve the March 29, 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*

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:
 - Mr. Friel stated that the onsite hospital visits were completed. Mr. Friel expressed his recommendation would be to enter into the agreement with Moon & Mayoras; this organization has more experience in completing Acute Care Hospitals.
 - CA Architect: Long Beach area. Did a tour of two facilities.
 - CA Architect will not lower the price of the agreement.
 - Moon & Mayors had a large facility with Dignity.
 - All comments were positive on both organizations

Board Member Roberts motioned to recommend to the full Board that Moon & Mayoras Architect for the first phase at \$45,000. Second by President Robbins to recommend to the full Board that Moon & Mayoras Architect for the first phase at \$45,000. Board Member Roberts called for the vote. A vote in favor of the motion was unanimously approved.

- Board Member Roberts yes
- President Robbins yes
- B. Discussion and Update on Potential Future Rental Office Space (Big Bear Lake Library Building):
 - Mr. Friel reported the district continues to struggle with space and with the potential to having to displace staff due to the potential of moving departments for repairs and renovations staff has been looking at additional office space. The Library has 6,000 square foot space available to rent. At this time, there is a quote for \$1.50 per square foot. We would like to look further into the opportunity to rent this office space for non-clinical space.
 - The committee and staff continued to discuss the various ways to use the space, to lease or potentially buy the office space and asked that Mr. Friel obtain additional information and move this item to the full Board of Directors.

Board Member Roberts reported no action required.

- C. Discussion and Information on Pharmacy Department Sterile Compounding Future Requirements:
 - Mr. Friel reported that there are mandated requirements that need to be completed by the end of the year for the Pharmacy Department. This is an OSHPD project and can

take some time. A tour of the facility is going to be conducted with appropriate consultants to assist the district on how to proceed with the Pharmacy Department.

Board Member Roberts reported no action required.

9. PLANNING & FACILITIES*

A. Construction Project:

- Mr. Mursick reported the following:
 - Hospital Front Lobby Door Replacement:
 - Completed front lobby and back employee entrance.
 - ER door completed.
 - o Public Restroom/Acute Kitchen Plumbing Repair:
 - Plumbing has not been completed as of yet.
 - Will scope the current system.
 - 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.
 - Hospital Medical Air Compressor:
 - Agreement is approved.
 - Emergency Room Department Renovations:
 - Had a meeting with department staff.
 - Will take approximately 1 month.
 - Cabinets need to be replaced.
 - Non OSHPD.

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.

C. Repairs/Maintenance

- Mr. Mursick reported the following:
 - Fox Farm Storage is continuing to be emptied and cleaned out, will eliminate one storage unit. Looking into a large unit to put on site.
 - o Facilities/Diesel Tank tune up completed.
 - o Hospital Corridor Lighting completed.

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 5:30 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

Bear Valley Community Hospital Capital Budget / Capital Plan FY 2017, 2018 & 2019

		100							will change until 6/30/18		
ept No.	Department		CER	Request Description	FY 2017	FY 2018	FY 2019	Total Budget	Total Paid Prior	Total Paid FY 2019	Budget Remaining
050	Radiology			(2) 5mp medical grade Monitors	20,000.00			20,000.00			20,000.0
050	Radiology			DR plate	0.013.05	32,055.62		32,055.62			32,055.6
050'	Radiology			High Level Ultrasound probe disinfector		9,253.00		9,253.00			9,253.0
				Total for Radiology:	20,000.00	41,308.62		61,308.62			61,308.6
								0.042.400.00			01,000,0
075	PT			Second Lightforce EXP Laser			29,000.00	29,000.00			29,000.0
075	PT			Total Gym exercise device (replace Reformer)	5		5,500.00	5,500.00	-		5,500.0
				Total for Physical Therapy:	- 7		34,500.00	34,500.00			34,500.0
125	Info Technology		1706	6 35 Dell 22" monitors	6,200.00			6 200 00			0.000.0
125	Info Technology	а		Fifty Microsoft Office 2016 licenses	0,200.00	12,900.00		6,200.00 12,900.00			6,200.0
125	Info Technology		1801	Forty Lenovo M700 Micro computers		32,928.40			00 000 04		12,900.0
26	Info Technology			Meaningful Use 3 software & BI reporting				32,928.40	22,092.61		10,835.7
25	Info Technology					115,000.00		115,000.00	(8,596.00)		123,596.0
25			1002	2 Microsoft server and connection licenses		9,682.00		9,682.00			9,682.0
	Info Technology			Disaster Prepard/Business Continuity solution			30,400.00	30,400.00			30,400.0
125	Info Technology			Software Upgrade 2010 Veritas Backup Exec			6,908.68	6,908.68			6,908.6
125	Info Technology			Service Addition to Nutanix farm			20,313.86	20,313.86			20,313.8
25	Info Technology			Proactive Server and Storage Upgrade-Cloud T-System			12,500.00	12,500.00			12,500.0
125	Info Technology			Server/Storage Refresh for CPSI			98,234.00	98,234.00			
125	Info Technology			Single Sign-on Solution with badges			45,000.00	45,000.00			98,234.0
125	Info Technology			Upgrade Licenses - Microsoft Windows							45,000.0
125	Info Technology			30 Lenovo ThinkCentre M710q computers			17,000.00	17,000.00			17,000.0
25	Info Technology			UDAA Diek Assessment Desite the Testing of Desite			28,000.00	28,000.00			28,000.0
20	into recimology			HIPAA Risk Assessment Penitration Testing by Dell Total for Info Technology:	6 200 00	170,510.40	30,400.00	30,400.00			30,400.0
				rotarior morecimology.	6,200.00	170,510.40	288,756.54	465,466.94	13,496.61		451,970.3
15	Plant Maint.		1711	Add second Air Conditioner at the Lab	10,000.00			10,000.00	4,640.00		5,360.0
115	Plant Maint.			Firewall Repairs	11,000.00			11,000.00			11,000.0
15	Plant Maint.		1820) replace medical air compressor		38,000.00	17,000.00	55,000.00	32,743.36		22,256.0
15	Plant Maint.	С		repaint exterior RHC		4,800.00	10 100010 0	4,800.00	Sali Janaa		4,800.0
115	Plant Maint.	а		replace failing control air compressor-heat		7,000.00		7,000.00			7,000.0
115	Plant Maint.		1811	remodel staff bathroom near mammo		5,500.00		5,500.00	2,553.85		
15	Plant Maint.	b		install two tvs in every SNF room		25,000.00		the second se	2,000.00		2,946.1
15	Plant Maint.	b		to allow us to run boilers for hot water & air				25,000.00			25,000.0
115	Plant Maint.	a				11,220.00		11,220.00			11,220.0
115		a		replace water softners for boilers		20,000.00	and some horizon	20,000.00			20,000.0
	Plant Maint.			Badge Readers			11,000.00	11,000.00			11,000.0
15	Plant Maint.			PT Flooring			12,500.00	12,500.00			12,500.0
15	Plant Maint.			Lobby Flooring			7,200.00	7,200.00			7,200.0
15	Plant Maint.			Fire Door Repairs			20,000.00	20,000.00			20,000.0
15	Plant Maint.			Back Flow at FHC			18,000.00	18,000.00			18,000.0
15	Plant Maint.			Re Skin SNF Cabinets			22,000.00	22,000.00			
15	Plant Maint.			Equipment Trailer for Plant Maintenance			7,000.00				22,000.0
15	Plant Maint.			Business Office Heater				7,000.00			7,000.0
15	Plant Maint.			SNF Tub Replacement			8,000.00	8,000.00			8,000.0
15	Plant Maint.						14,000.00	14,000.00			14,000.0
				A/C 1 Steam Coil			8,000.00	8,000.00			8,000.0
15	Plant Maint.			A/C 2 Steam Coil			10,000.00	10,000.00			10,000.0
15	Plant Maint.			SNF Exit Doors			25,000.00	25,000.00			25,000.0
15	Plant Maint.			Sprinkler Head Replacement			10,000.00	10,000.00			10,000.0
15	Plant Maint.			SNF Shower Tile			25,000.00	25,000.00			25,000.0
15	Plant Maint.			Disassembly, rebuild, anchor Med AirCompress			16,600.00	16,600.00			16,600.0
15	Plant Maint.			Plant Plumbing Repairs			16,000.00	16,000.00			the second s
	Plant Maint.			Control Air Compressor			10,000.00				16,000.0
	Plant Maint.			New Snow Plow Blade for Existing Truck				10,000.00			10,000.0
							7,000.00	7,000.00			7,000.0
	Plant Maint.			Acute/SNF Ice Machine			7,000.00	7,000.00			7,000.0
	Plant Maint.			Repaint Business Office			7,000.00	7,000.00			7,000.0
	Plant Maint.			Parking Lot Repairs			24,000.00	24,000.00			24,000.0
15	Plant Maint.			Landscaping			24,800.00	24,800.00			
15	Plant Maint.			New Service to Current Camera System			13,000.00	13,000.00			24,800.0
	Plant Maint.			Update Badge Rendering Software							13,000.0
	Comment of the second states			openie bauge hendering obitWale			13,000.00	13,000.00			13,000.0

Capital Budget / Capital Plan FY 2017, 20	18 & 2019

115	. Department	C	ER Request Description	FY 2017	FY 2018	FY 2019	Total Budget	Total Paid Prior	Total Paid FY 2019	Budget Remaining
	Plant Maint.		Add more cameras			9,800.00	9,800.00	71101	2013	
115	Plant Maint.		Exterior RHC			7,000.00	7,000.00			9,800.00 7,000.00
115	Plant Maint.		Renovate Front Lobby		_	15,000.00	15,000.00			15,000.00
			Total for Plant Maintenance:	21,000.00	111,520.00	384,900.00	517,420.00	39,937.21		477,482.79
070 070	Respiratory Therapy		Replace Cabinets		6,000.00		6,000.00			6,000.00
070	Respiratory Therapy		Airway Clearance System			5,382.11	5,382.11			5,382.11
			Total for Respiratory Therapy:	1000	6,000.00	5,382.11	11,382.11			11,382.11
010	Emergency Room		1810 Privacy Screens	30,000.00			30,000.00	17,543.50		10 450 50
010	Emergency Room		1821 Bathroom/Flooring/countertops Remodel	150,000.00	100,000.00		250,000.00	19,228.69		12,456.50 230,771.31
010	Emergency Room	а	Heat curtain for waiting room		10,000.00		10,000.00	10,220.00		10,000.00
010	Emergency Room	b	Medical Grade tablets with docking stations		10,775.00		10,775.00			10,775.00
			Total for Emergency Room:	180,000.00	120,775.00	1.1	300,775.00	36,772.19		264,002.81
130	Disaster		Replace expired hazmat equipment		33,500.00		33,500.00			22 500 00
130	Disaster		2 backup disaster vents for nursing use		7,500.00		7,500.00			33,500.00
			Total for Disaster:	0.00	41,000.00		41,000.00			7,500.00
015	FHC		Talahaalth Cash ulit							
			Telehealth Cart with camera		18,888.91		18,888.91			18,888.91
015	FHC		Replace Chriropractic Table			7,000.00	7,000.00			7,000.00
			Total for Laboratory:	7	18,888.91	7,000.00	25,888.91		12	25,888.91
040	Laboratory	а	Microbiology analyzer for cultures		54,000.00		54,000.00			54,000.00
040	Laboratory		Replacement Microscope		0.0000000	6,865.83	6,865.83			6,865.83
040	Laboratory		Replacement Microbiology ID/senser analyzer			19,000.00	19,000.00			and a strategy of the
			Total for Laboratory:		54,000.00	25,865.83	79,865.83		14.0	19,000.00 79,865.83
080	Dietary		POS System (basic system only)							
			Total for Dietary:	0.00		10,000.00	10,000.00			10,000.00
				0.00		10,000.00	10,000.00			10,000.00
065	Pharmacy		Renovate to meet new CMS mandates USP800	-		100,000.00	100,000.00			100,000.00
			Total for Pharmacy:	0.00		100,000.00	100,000.00	1	14	100,000.00
001	Med-Surg		Medication Scanning System		10,200.00		10,200.00			10,200.00
001	Med-Surg		Telemetry System & Bedside Monitors			300,000.00	300,000.00			300,000.00
			Total for Med-Surg:	19	10,200.00	300,000.00	310,200.00	4	+	310,200.00
025	Surgery		Upgrade equipment		40,000,00					
025	Surgery		Knee Scope (Arthrex)		40,000.00		40,000.00			40,000.00
			Total for Surgery:		15,000.00 55,000.00	14	15,000.00 55,000.00	-		15,000.00 55,000.00
	ale				1171 2117 20					55,000.00
005	SNF		1819 Bariatric Bed		15,000.00		15,000.00			15,000.00
005	SNF		LIKO 660 Lift		15,000.00		15,000.00			15,000.00
005	SNF		TV for each Resident 19 @1600 plus install			35,000.00	35,000.00			35,000.00
005	SNF		Patio Furniture and outdoor equipment			10,000.00	10,000.00			10,000.00
005	SNF		Paint, flooring, furniture, décor-activity room			20,000.00	20,000.00			20,000.00
			Total for SNF:	- 61	30,000.00	65,000.00	95,000.00			95,000.00

Other Possible Capital Purchases

								will change until 6/30/18		_
Dept No.	Department	CER	Request Description	FY 2017	FY 2018	FY 2019	Total Budget	Total Paid Prior	Total Paid FY 2019	Budget Remaining
115	Plant	0	R LIM Removal			5,200.00	5,200.00			5,200.00
115	Plant	0	R Lim Replacement			18,000.00	18,000.00			18,000.00
	Surgery	N	ew baseboards, flooring			50,000.00	50,000.00			50,000.00
025	Surgery	Zi	mmer Pneumatic Tournequet Model ATS4000			11,500.00	11,500.00			11,500.00
						84,700.00	84,700.00			84,700.00
150	Admin	P	urchase and furnish House			350,000.00	350,000.00			350,000.00
	Admin	Bu	uild-out and furnishing of library building			75,000.00	75,000.00			75,000.00
	Admin	Po	ossible property purchase			750,000.00	750,000.00			750,000.00
150	Admin	1823 M	aster Plan							-
						1,175,000.00	1,175,000.00			1,175,000.00
				227,200.00	659,202.93	2,481,104.48	3,367,507.41	90,206.01	0.00	3,277,301.4

454,400.00 1,318,405.86 6,221,908.96 7,994,714.82 180,412.02 - 7,814,302.80

Bear Valley Community Healthcare District Construction Projects 2018

Department / Project	Details	Vendor and all associated costs	Comments	Carrowla
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	Equipment is on site, waiting on the design professionals and OSHPD	
OR Water Damage	Repair damaged ceiling from water leak and repaint ceiling.	Facilities	Complete	
HVAC Control Air Compressor	Replaced the failing compressor	ACS	Complete	

Bear Valley Community Healthcare District Potential Equipment Requirements

Department / Project	Details	Vendor and all associated costs	Comments	Date
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	Comple
OR Shower	Had to replace the intire valve set that was leaking.	Maintenance	Complete	
OR Drywall Repairs	Repaired the walls in the OR while repairing the ceiling.	Maintenance	Complete	
Pharmacy	Replaced failing Med Freezer	Maintenance	Complete	