



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.

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

**NOTICE AND CALL OF A
SPECIAL MEETING OF THE
PLANNING & FACILITIES COMMITTEE
THURSDAY, NOVEMBER 16, 2017
CLOSED SESSION @ 12:00 PM – HOSPITAL BUSINESS OFFICE CONFERENCE
ROOM
OPEN SESSION @ 1:30 pm – HOSPITAL BUSINESS OFFICE CONFERENCE
ROOM
41870 GARSTIN DR., BIG BEAR LAKE, CALIFORNIA 92315**

NOTICE IS HEREBY GIVEN that a Special Meeting of the Planning & Facilities Committee for the Bear Valley Community Healthcare District will be held on Thursday, November 16, 2017 beginning at 12:00 p.m. A copy of the agenda is attached hereto.

Dated: November 13, 2017

A handwritten signature in black ink, appearing to read "John Friel", is written over the typed name and title.

John Friel
CEO



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BOARD OF DIRECTORS

SPECIAL PLANNING & FACILITIES COMMITTEE MEETING AGENDA

THURSDAY, NOVEMBER 16, 2017

12:00 PM –CLOSED SESSION @ HOSPITAL BUSINESS OFFICE CONFERENCE ROOM

1:30 PM – OPEN SESSION @ HOSPITAL BUSINESS OFFICE 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** **Donna Nicely, President**
2. **ROLL CALL** **Shelly Egerer, Administrative 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. **TRADE SECRETS: Pursuant to Health and Safety Code Section 32106, and Civil Code Section 3426.1**
 - A. Discussion of Master Plan: Responses/Proposal's Received From Request For Proposal's
(Anticipated Disclosure 11/16/17)

OPEN SESSION

1. **CALL TO ORDER** **Donna Nicely, President**
2. **RESULTS OF CLOSED SESSION*** **Donna Nicely, 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. October 26, 2017

6. OLD BUSINESS*

- None

7. NEW BUSINESS*

- None

8. PLANNING & FACILITIES*

A. Construction Project (s)

Including:

- Install Fire Riser & Nitrogen Compressor
- Room # 30 Renovations
- Medical Gas Repairs

B. Potential Equipment Requirements

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

- Mezzanine Control Air Compressor
- Medical Air Compressor

C. Repairs / Maintenance (FHC, RHC, PT, Hospital)

- Medical Gas Inspection Repairs
- Fire Door Inspection
- Eye Stations
- PT Skylight
- Employee Entrance Door
- Signage

D. Quarter 3 Fire Life Safety Report

9. ADJOURNMENT

*** Denotes Actions Items**

**BEAR VALLEY COMMUNITY HEALTHCARE DISTRICT
PLANNING & FACILITIES COMMITTEE
MEETING MINUTES
OCTOBER 26, 2017**

MEMBERS Donna Nicely, President Shelly Egerer, Admin. Assistant
PRESENT: Jack Roberts, 2nd Vice President Michael Mursick, Plant Director
John Friel, CEO

STAFF: Mary Norman

ABSENT: None

**COMMUNITY
MEMBERS:** None

OPEN SESSION

1. CALL TO ORDER

President Nicely called the meeting to order at 12:00 p.m.

2. ROLL CALL

Donna Nicely and Jack Roberts were present. Also present were John Friel, CEO, Mike Mursick, Plant Director and Shelly Egerer, Executive Assistant.

3. ADOPTION OF AGENDA*

President Nicely motioned to adopt the October 26, 2017 agenda as presented. Second by Board Member Roberts to adopt the October 26, 2017 agenda as presented. President Nicely called for the vote. A vote in favor of the motion was unanimously approved.

- President Nicely - yes
- Board Member Roberts - yes

4. PUBLIC FORUM FOR OPEN SESSION:

President Nicely opened the Hearing Section for Public Comment on Open Session items at 12:00 p.m. Hearing no request to address the Planning & Facilities Committee, President Nicely closed the Hearing Section at 12:01 p.m.

5. DIRECTOR'S COMMENTS:

- None

6. APPROVAL OF MINUTES:

A. August 24, 2017

President Nicely motioned to approve the August 24, 2017 minutes as presented. Second by Board Member Roberts to approve the August 24, 2017 minutes as presented. President Nicely called for a vote. A vote in favor of the motion was unanimously approved.

- President Nicely - yes
- Board Member Roberts - yes

7. OLD BUSINESS*

- None

8. NEW BUSINESS*

A. Discussion and Potential Approval to Reschedule the November 2017 Planning & Facilities Committee Meeting due to the Thanksgiving Holiday:

- Mr. Friel stated that a memo was provided in the packet
- President Nicely suggested the meeting be rescheduled to November 16 at 12:00 pm.

President Nicely motioned to approve the November Planning & Facilities Committee Meeting to be rescheduled to November 16, 2017 at 12:00 pm. Second by Board Member Roberts to approve the November Planning & Facilities Committee Meeting to be rescheduled to November 16, 2017 at 12:00 pm. President Nicely called for a vote. A vote in favor of the motion was unanimously approved.

- President Nicely - yes
- Board Member Roberts - yes

B. Discussion and Potential Recommendation to the Board of Directors the Additional Unbudgeted Expense of the Purchase of the Golf Cart:

- Mr. Mursick stated original budget was \$4,000.00, and to make the cart street legal and purchase a quality cart there is an additional cost of approximately \$6486.00. Mr. Mursick provided the following information in regards to the cart:
 - Heavy-duty cart, more voltage.
 - Completed research on the cart.
 - Battery operated.
 - Will install a sturdy tire on the cart.

President Nicely motioned to recommend to the Board of Directors the additional cost of \$6,486.00 to purchase the golf cart. Second by Board Member Roberts to recommend to the Board of Directors the additional cost of \$6,486.00 to purchase the golf cart. President Nicely called for a vote. A vote in favor of the motion was unanimously approved.

- President Nicely - yes
- Board Member Roberts - yes

C. Discussion and Update on the Master Plan Request for Proposal (RFP) Returned to the District (Interested Architects/Organizations):

- Mr. Friel reported the following update on the receipt of RFP's:
 - Twenty-one RFP's were sent to recipients; one came back returned undeliverable.
 - Program planning is the first priority.
 - Spent time on phone with several vendors.
 - Two RFP's were received today and expect two to three.
 - Encouraged to have at least four to five completed RFPs.
 - Two vendors responded that they are not interested.
 - Two proposals in hand.
- The Planning Committee suggested that staff visit some of the sites that have been completed by the work organizations that submitted RFP's to our district, the committee suggested that a Special Board Meeting be scheduled, and have the vendors attend the meeting. The Committee asked that the November Board Meeting Agenda have potential approval of a Special Board Meeting December 6.

President Nicely reported no action required

9. PLANNING & FACILITIES*

- Mr. Mursick reported the following:
 - A. Construction Project:**
 - Ducts were smashed and required replacement.
 - Fire Riser & Nitrogen Compressor
 - Working on completion of the project.
 - Room 30 Renovations
 - Cabinets are completed, moving forward replacing flooring and project should be completed in approximately 30 days.
 - Medical Gas Repair has minor repairs.
 - One compressor has a motor down and will replace the motor.
 - B. Potential Equipment Requirements:**
 - Golf cart was discussed under new business.
 - C. Repairs Maintenance (FHC, RHC, PT, Hospital):**
 - Mr. Mursick reported the following:
 - Working on preparing several, issues since the CT Scanner & Mammo project are complete.
 - Medical Gas Inspection Repairs.
 - OR Shower Repair.
 - Eye Stations.
 - PT Skylight's were broken. Replaced one and will be working on replacing the second skylight.
 - ER Repairs will begin in spring.
 - Fire door inspection is completed.
- Board Member Roberts asked that Mr. Mursick & Mr. Friel look into grants to assist in repairs. There is access to grants that we should be researching.

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

- President Nicely - yes
- Board Member Roberts - yes

10. ADJOURNMENT*

President Nicely motioned to adjourn the meeting at 12:45 p.m. Second by Board Member Roberts to adjourn the meeting. President Nicely adjourned the meeting.

- President Nicely - yes
- Board Member Roberts - yes

Bear Valley Community Healthcare District Construction Projects 2017

Department / Project	Details	Vendor and all associated costs	Comments	Date Completed
CT Scanner Project	CT received Certificate of Occupancy from OSHPD.	E.H. Butland	Completed! Bathrooms are open.	
Install Fire Riser & Nitrogen Compressor	Planning install with vendor	Simplex Grinnell	Scheduled for December 2nd	
Room 30 Renovations	Planning workload	Mike's Flooring, Warren Construction	Cabinets are completed, bathroom tile completed & Vinyl flooring is ordered.	
Medical Gas Repairs	Replace MedGas panel in ER	FS Medical	In Progress	

Bear Valley Community Healthcare District Potential Equipment Requirements

Department / Project	Details	Vendor and all associated costs	Comments	Date Complete
Facilities- Mezzanine Control air compressor	Compressor needs replaced.	Ingersoll Rand- Approximately \$6500	In Progress	
Facilities- Electric Cart	Cart for guys performing small jobs.	Caddy Shack Carts- \$10,486.25 for a street legal cart	Waiting for board approval	
Facilities-Medical Air Compressor	Compressor is failing and doesn't meet requirements	Certified Medical/FS Medical	Has been approved in this years capital, planning with vendors.	

Bear Valley Community Healthcare District Repairs Maintenance

Department / Project	Details	Vendor and all associated costs	Comments	Date Completed
Portable CT Machine Removal	Removed portable CT trailer	Medical Marketplace & Facilities	Completed	
Medical Gas Inspection Repairs	Fixed minor issues that came from annual report	Facilities	In Progress	
Fire Door Inspection Completed	Ordering parts for repairs	Facilities	In Progress	
Eye Stations	Installed new eyewash stations and proper signage in PT	Facilities	Completed	
PT Skylight	Replaced the broken skylight over PT that was leaking.	Sturdy Roofing	In progress, found the otherside was broken so we have parts on order.	
Employee Entrance Door	Replace the door and it's components.	Lyman Doors	Door has been ordered	
Signage	Replacing old signage and adding signage that was suggested from committee	Facilities	In Progress	

Fire Life Safety Report

DATE OF REPORT: 11/8/2017 for Q3 2017

Prepared by: Michael Mursick

MONITORED PROCESSES:

- Insure **monthly** maintenance log sheets are completed
- Insure fire drills are carried out once per quarter per shift as per NFPA 101, and District policy.
- Insure **quarterly** fire alarm system inspection was performed. (Simplex Grinnell)

SUMMARY OF FINDINGS:

- Above listed logs and drills (monthly & annual) were completed and carried out at required intervals.
- November 6th & 7th Simplex Grinnell completed the Quarterly Fire Sprinkler inspection and fire alarm testing for the Hospital and FHC. During this inspection, facilities replaced the expired gauges on both systems.
- During the month of October, the fire suppression system in Dietary had its annual inspection performed.
- During our recent quarterly inspection Simplex Grinnell noted on our inspection report the deficiencies that have been occurring with our fire riser system. I have suggested to the finance department that capital monies be allocated to replace our old fire riser system with a modern fire riser system. The system has been scheduled for replacement December 2 2017.