



MISSION

To deliver the standards of 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.

The Planning Committee is responsible for appropriate use of all District property, long range planning of construction, remodeling, space allocation, and acquisition of equipment

PLANNING & FACILITIES COMMITTEE MEETING AGENDA

THURSDAY, OCTOBER 26, 2017

12:00 PM HOSPITAL CONFERENCE ROOM

41870 Garstin Dr., Big Bear Lake, California, 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

1. CALL TO ORDER

Donna Nicely, 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 Board (Government Code Section 54954.3). There will be a three (3) minute limit per speaker on items not scheduled for action on this agenda. Any report or data required at this time must be requested in writing, signed and turned in to Administration. Before speaking, please state your full name and city of residence.

5. DIRECTORS' COMMENTS

6. APPROVAL OF MINUTES*

A. August 24, 2017

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

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

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

9. PLANNING & FACILITIES REPORT*

A. Construction Project (s)

- Including FHC, RHC, PT, Hospital:
 - CT Scanner
 - Fire Riser & Nitrogen Compressor
 - Room 30 Renovations
 - Medical Gas Repairs

B. Potential Equipment Requirements

- Including FHC, RHC, PT, Hospital
 - Mezzanine Control Air Compressor
 - Electric Cart
 - Medical Air Compressor

C. Repairs / Maintenance

- Including FHC, RHC, PT, Hospital
 - Medical Gas Inspection Repairs
 - OR Shower Repair
 - Eye Stations
 - PT Skylight
 - Oxygen Storage
 - Crash Cart (s)

10. ADJOURNMENT

*** Denotes Action Item**

**BEAR VALLEY COMMUNITY HEALTHCARE DISTRICT
PLANNING & FACILITIES COMMITTEE
MEETING MINUTES
AUGUST 24, 2017**

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

STAFF: Kerri Jex Pamela Lambert Garth Hamblin

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 Manager and Shelly Egerer, Admin. Assistant.

3. ADOPTION OF AGENDA*

President Nicely motioned to adopt the August 24, 2017 agenda as presented. Second by Board Member Roberts to adopt the August 24, 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:

- Board Member Roberts stated that the staff is doing a great job on the CT Scanner Project

6. APPROVAL OF MINUTES:

A. July 27, 2017

President Nicely motioned to approve the July 27, 2017 minutes as presented. Second by Board Member Roberts to approve the July 27, 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

6. OLD BUSINESS*

A. Discussion and Update on Request For Proposal (RFP) for District Master Plan Project (New Construction / Remodel Upgrade of BVCHD Hospital):

- Mr. Friel reported that the RFP and a list of potential recipients are in the packet; the recipient list is focused on vendors in California.
 - Legal counsel has reviewed the RFP document.
 - When the RFP has been returned and completed from the recipients, they will be presented to the full Board.
- Board Member Roberts stated that there are new laws in regards to architects and contractors and will provide the information to Administration. There is a potential that the RFP will require to be revised due to the new law.

President Nicely reported that no action is required.

7. NEW BUSINESS*

A. Discussion and Update on Smoking Cessation Classes For BVCHD Employees and Community Members

- Mr. Friel stated that the employees have access to the EAP program and will assist staff in quitting smoking. Mark Kaliher, RN will begin a Smoking Cessation class that will be offered to staff and the community. We are hopeful that advertising will begin in September and classes will begin in October. This class will be free to the community and a schedule is yet to be determined.

President Nicely reported there is no action required.

8. PLANNING & FACILITIES*

A. Construction Project:

- Mr. Mursick reported the following:
 - CT Scanner is continuing to be installed. The goal for completion was for August 14; there is a delay due to OSHPD requirements. There were some minor deficiency's that also were noted which are being corrected. The duct is requiring some additional straps and support.
 - Unit is being calibrated, Physicist is on site, approximately Sept. 14 the project needs to be complete by that time. Certificate of occupancy is obtained and then staff can begin training.
 - New bathrooms are "all gender bathrooms" additional bathroom for CT patients is required. Information is being provided to local groups such as, Soroptomist, AAUW & Auxiliary. The Chamber Mixer is scheduled for September 26 and we will be showcasing the Mammography and CT Scanner.
 - Painting exterior and repairing stucco at the Hospital
 - Begins August 30 & 31, will begin on the employee patio side
 - Installation of keypad at ER EMS Entrance is completed.
 - Lighting under eaves are installed.

B. Potential Equipment Requirements:

- Mr. Mursick reported the following:
 - Mezzanine control air compressor will be looked at after some bigger projects are completed, can get the equipment quickly
- Dry valve on sprinkler system; Simplex has been notified and is to be completed before winter.
- Electric cart will need to be a new unit in order for it to be street legal. Vendor will sell a new unit for \$9,000.00 and registration cost is approximately \$300.00.
- The committee asked staff to move forward with the purchase. Mr. Hamblin informed the committee that this item would need to be Board approved since there is a change in cost and what was reported / approved on the Capital Budget.

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

- Mr. Mursick reported the following:
 - Replacing plastic water lines above CT.
 - Exhaust ducts in public bathrooms, new bathrooms are completed.
 - FHC Boiler project is completed.
 - Read Room conversion in Radiology is completed.
 - Installed panic alarms at FHC and RHC for security purposes to employees.
 - Modified countertops in the Laboratory Department.
 - Phone system update; 80% of the phone lines are back up.
 - A consultant was brought in to assist IT Department.
 - The vendor is going to move up the installation of the new phones, meet this afternoon and will cancel the HICS, faxes are working, and new phone system will be a 2-day installation.
 - Purchased 18 cloud-based phones; they will become part of the emergency backup for the District if phone system goes down. Employees do not want to use their personal cell phones; new protocol will be put in place.
 - No patient safety issues, SNF resident's family members were notified, ER had access to phone line and fax, State surveyor was on site and was happy with the system the District had in place.
 - HICS was implemented, met twice a day and will cancel HICS this afternoon.

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

9. ADJOURNMENT*

President Nicely motioned to adjourn the meeting at 12:40 p.m. Second by Board Member Roberts to adjourn the meeting. President Nicely adjourned the meeting.

- President Nicely - yes
- Board Member Roberts- yes



MEMO

Date: October 19, 2017
To: Planning & Facilities Committee
From: John Friel
Re: November 23, 2017 Planning & Facilities Committee Meeting

Recommendation:

To reschedule the November 23, 2017 Planning & Facilities Committee Meeting.

Background:

Due to the Planning & Facilities Committee falling on the Thanksgiving Holiday, we are asking the committee to consider rescheduling the meeting the week before; November 13 through the 17.



MEMO

Date: October 18, 2017
To: Planning & Facilities Committee, Finance Committee & Board of Directors
From: Michael Mursick, Director of Facilities
Re: Electric Cart Purchase

Recommendation:

Currently the Maintenance Department has a budget of \$4,000 to purchase an electric cart. We would like the Planning & Facilities Committee to approve / recommend to the Board of Directors additional monies of approximately \$6,486.25 not exceeding \$7,000.00

Background:

I initially budgeted \$4,000.00 to purchase an electric cart for facilities so that we did not have to drive the full size truck around the sites for small jobs and so facilities had another means of transportation when the truck was being used offsite. When I brought this to the Planning and Facilities meeting, we concluded that it would be in the best interest of the organization to spend the extra money and purchase a street legal electric cart for liability reasons.

When I started my research for a cart, I found out that the cart must meet certain requirements so that it could be street legal. These type of carts are much more expensive than I initially asked for in my budget. I did find a cart in the Palm Desert area that we could purchase for \$9,000.00 less taxes & shipping. This cart regularly retails from \$14,000.00 to \$16,000.00 but the manufacturer has some large incentives at this time.



MEMO

Date: October 19, 2017
To: Planning & Facilities Committee
From: John Friel
Re: Master Plan Request for Proposal

21 Request for Proposal were sent to Architects/Contractors.

As of today, we have the following responses:

2 vendors will submit by the October 30 deadline

2 vendors requested additional information

2 vendors responded that they were not interested

I am anticipating that additional information will be available and provided at the October 26 Planning & Facilities Committee Meeting.

Bear Valley Community Healthcare District Construction Projects 2017

Department / Project	Details	Vendor and all associated costs	Comments	Date Complete
CT Scanner Project	CT received Certificate of Occupancy from OSHPD.	E.H. Butland	Facilities made some improvements and sent the readings to the air balance vendor for approval. If the report is approved the bathrooms will be open right away.	
Install Fire Riser & Nitrogen Compressor	Planning install with vendor	Simplex Grinnell	Parts are in transit	
Room 30 Renovations	Planning workload	Mike's Flooring, Warren Construction	In Progress	
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	Completed	
OR Shower Repair	Rebuilt the hardware in the Mens shower that was leaking	Facilities	Completed	
Eye Stations	Installed new eyewash stations and proper signage	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.	
Oxygen Storage	Repaired broken door and added door stop	Facilities	Completed.	
Crash Carts	Built all the new crash carts and put them in service.	Facilities	Completed	