



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, JULY 27, 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, Administrative 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. May 25, 2017

7. OLD BUSINESS*

A. Discussion of Designated Employee and Patient Smoking Area

8. NEW BUSINESS*

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

9. PLANNING & FACILITIES*

A. Construction Project (s)

Including:

- CT Scanner
- Mammography
- Painting exterior and repairing stucco Hospital
- Install keypad at ER EMS Entrance
- Install new under eave lights

B. Potential Equipment Requirements and Potential Completion Date

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

- Mezzanine Control Air Compressor
- Dry Valve on Sprinkler System
- Electric Cart

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

- Replacing plastic water lines above CT Room
- ER glass door replaced
- Replace filters in Hospital
- Repaired water heater at FHC

10. ADJOURNMENT

*** Denotes Action Item**

**BEAR VALLEY COMMUNITY HEALTHCARE DISTRICT
SPECIAL PLANNING & FACILITIES COMMITTEE
MEETING MINUTES
MAY 25, 2017**

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

STAFF: Kerri Jex Mary Norman

ABSENT: Garth Hamblin

OTHER: Natalie Williams w/Grizzly

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 May 25, 2017 agenda as presented. Second by Board Member Roberts to adopt the May 25, 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

CLOSED SESSION

1. PUBLIC FORUM FOR CLOSED 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.

2. ADJOURN TO CLOSED SESSION*

Board Member Roberts motioned to adjourn to Closed Session at 12:00 pm. Second by President Nicely to adjourn to Closed Session. President Nicely called for the vote. A vote in favor of the motion was unanimously approved.

- President Nicely - yes
- Board Member Roberts- yes

OPEN SESSION

1. **CALL TO ORDER:**

President Nicely called the meeting to order at 12:15 p.m.

2. **RESULTS OF CLOSED SESSION:**

President Nicely stated there was no reportable action taken in Closed Session.

3. **PUBLIC FORUM FOR OPEN SESSION:**

President Nicely opened the Hearing Section for Public Comment on Open Session items at 12:15 p.m. Hearing no request to address the Planning & Facilities Committee, President Nicely closed the Hearing Section at 12:15 p.m.

4. **DIRECTOR'S COMMENTS:**

- Board Member Roberts stated that the Maintenance Department is doing a phenomenal job.

5. **APPROVAL OF MINUTES:**

A. **April 27, 2017**

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

7. **NEW BUSINESS***

A. **Discussion of Designated Employee and Patient Smoking Area:**

- Board Member Roberts informed the committee and staff that he requested this item be placed on the Planning Agenda in order to discuss a potential designated smoking area for staff. Board Member Roberts stated that staff is standing in front of the hospital; on the curb in scrubs and feels this looks unprofessional to the public.
- President Nicely stated that she agreed that it looks bad but does not feel we should have a designated smoking area since we are a Hospital and we need to promote good health. President Nicely also stated that there is a policy in place that this is a non-smoking campus.
- Further discussion took place on enforcing no smoking and the appearance of staff standing on the sidewalk in front. The committee also discussed the potential to provide classes and education to employees on the benefits of quitting smoking. The committee gave direction to Administration to create a plan of enforcing the non-smoking campus, encouraging staff to not smoke on the sidewalk and any education classes to offer to staff.

President Nicely reported there is no action required.

8. PLANNING & FACILITIES*

A. Construction Project:

- Mr. Mursick reported the following:
 - CT Scanner and Mammo Project
 - Construction has begun and continues to move forward in a timely manner.
 - There are a few minor items that require additional work but we will continue to be in the 10% contingency budget.
 - Staff lounge is being discussed with Senior Administration.

B. Potential Equipment Requirements:

- Mr. Mursick reported the following:
 - Golf cart continues to remain on hold until the Capital Budget is approved.

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

- Mr. Mursick reported the following:
 - Brenda Boss Facility passed a 5-year fire sprinkler inspection.
 - CNO office is not able to hear pages; this will be followed up by staff.
 - ER Director will need to have office space.

D. District Master Plan Project / Construction Options:

- Mr. Friel reported that GKK was invited to provide an overview of the plans from several years back. A vendor related to QHR has been contacted and will begin discussing some options.
- Discussion took place in regards to reaching out to vendors that were in attendance at the Rural Health Conference. The committee and Board at some point will need to determine what we want to do, build a new Hospital or remodel the existing Hospital. The committee and Administration agreed that a vendor used must be familiar with OSHPD and California laws. The other item that will need to be addressed is how the project will be funded, there is a potential of the cost being approximately \$30 million.
- Mr. Friel informed the committee that obtaining information could take a few months before having any answer to the committee's questions.

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 12:48 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 | Project is on schedule. Drywall finish is complete, welding is complete, vinyl flooring is complete, and starting tile this week. | E.H. Butland | In Progress | |
| Mammo Project | Patients are being seen. | Advanced Medical Builders | Completed. | |
| Painting the Hospital exterior & repairing stucco. | Planning start of project with contractor. | Loose Painting | Project will start in August | |
| Install keypad at ER EMS Entrance | Keypad will keep door from auto opening when someone passes in front of photo eye | Action Doors | In Progress | |
| Intall new under eve lights | Replacing old incandescent yellow lights to improve lighting for safety. | Ludeke Electric | In Progress | |
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Bear Valley Community Healthcare District Potential Equipment Requirements

| Department / Project | Details | Vendor and all associated costs | Comments | Date Completed |
|--|--------------------------------------|--------------------------------------|-------------|-------------------|
| Facilities- Mezzanine Control air compressor | Compressor needs replaced. | Ingersoll Rand- Approximately \$6500 | In Progress | |
| Facilities- Dry Valve on sprinkler system | Planning installation with vendor. | Simplex Grinnell- \$ 11,000 | In Progress | |
| Facilities- Electric Cart | Cart for guys performing small jobs. | N/A | In Progress | |
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Bear Valley Community Healthcare District Repairs Maintenance

| Department / Project | Details | Vendor and all associated costs | Comments | Date Complete |
|---|---|---------------------------------|-------------|------------------|
| Replacing plastic water lines above CT. | Replacing Pex water lines that do not meet code. | Mike's Plumbing | In progress | |
| Replaced broken glass in ER sliding door. | Patient kicked out glass pane. | Action Doors | Complete | |
| Replace filters in hospital | Preventative Maintenance. | Maintenance | Complete | |
| Repaired hot water heater at FHC | Fire eye continued to fail turning off the flame to heat water. | Maintenance | Complete | |
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