

## Maintenance Committee Notes

January 22, 2019

4:00 pm – 6:00 pm

South Coast ESD Board room

Attendees: Tenneal, Don Grey, Jackie Crook by conference call, Kassie, Mike Baumer, Sharon Rebeschke by WebEx, Kathy M

Absent: Fred Clauson

### **Maintenance Long Range Plan Goals:**

Given the Maintenance Committee and the ESD Maintenance Plan, the committee will meet at least three times a year with at least 50% of participants present to review the priorities, develop plans for implementation, and adjust when necessary.

### **AGENDA**

#### **1. Action Item Review**

ACTION – Tenneal to compose Welcome and work on history for January meeting. - COMPLETED

ACTION – Kathy to work with Mike to review and complete maps by January meeting - COMPLETED

ACTION – Mike to add water/plumbing map for January meeting. IN PROCESS

ACTION – add monthly fire extinguisher checklist under Inspections to include EG/Safety/Fire. COMPLETED

ACTION – Mike to work with Angila to draft a budget for the maintenance plan. IN PROCESS

ACTION – Tenneal to compose a draft the history for the January meeting. COMPLETED

ACTION – Mike to identify future tool/equipment needs. IN PROCESS

ACTION - Possible purchase of a carpet shampooer for both CB and GB. IN PROCESS

ACTION - Electrical map of the Gold Beach office. IN PROCESS

ACTION - Emergency exit plan needed for the Fiscal office. COMPLETED

ACTION - Emergency pull stations for Gold Beach. IN PROCESS

ACTION - The warehouse electrical panels need to be researched and labeled. IN PROCESS

ACTION – investigate the cost of the GB garbage. GB uses a small dumpster but should possibly move to a large can and use dumpsters for projects. BY NEXT MAINTENANCE MEETING

ACTION – Budget for all levels for CB and GB for January meeting. IN PROCESS

ACTION – Tenneal to complete Welcome/history. COMPLETED

ACTION - Mike to research current maps and create new. COMPLETED

ACTION – Tenneal and Kathy create 2 “brains” for CB and GB. COMPLETED

ACTION – Mike and Tenneal to review staffing and calendar of tasks. – reviewed staffing delayed calendar of tasks IN PROCESS WITH CALENDAR OF TASKS.

#### **2. Project update/discussion**

Storage discussion – Brandie and Mike reconfigured the warehouse layout after the abatement. There was an issue with the OT/PT storage space and a short term solution was found.

ACTION - MIKE IS WORKING ON OTHER LONG TERM WARE HOUSE STORAGE SOLUTIONS.

### 3. Maintenance Manual index

**Welcome** – review of draft updates from last meeting.

**Purpose** – reviewed and approved.

ACTION – PROVIDE WELCOME, PURPOSE, HISTORY DOCUMENTS FOR GB “BRAIN”

**Master Plan** – discussion of needing everything in one place, that it is about the task not a person, and budgeting.

**Strategic planning process** – four step planning process

ACTION - the committee agreed to add the documents as written to the brain.

**History** – Tenneal compiled a history of SCESD. The team reviewed the document.

ACTION – THE COMMITTEE COMMENTS WILL BE ADDRESSED AND A FINAL DRAFT WILL BE BROUGHT TO THE APRIL MAINTENANCE MEETING.

ACTION – TENNEAL TO RESEARCH GOLD BEACH INFORMATION (VARIOUS OFFICES REMODELED OVER THE YEARS TO ACCOMMODATE PROGRAMS, ETC.) SHE WILL WORK WITH CINDY AND JACKIE.

ACTION – TENNEAL TO DATE THE DRAFT SO UPDATES WILL BE NOTED.

**Building Maps** – Mike and Kathy met and reviewed all the maps from Dan’s Brain. The team discussed the Fire Extinguisher map

ACTION – WE HAVE A CURRENT SET OF MAPS OF CENTRAL OFFICE UPPER AND LOWER LEVELS.

ACTION – MIKE TO MEET WITH GARY OF C&S FIRE SAFE SERVICES OVER THE SUMMER TO REVIEW THE NUMBER OF EXTIGUISHERS.

ACTION – NEED OF GOLD BEACH OFFICE MAP – SHARON, MIKE AND KATHY TO WORK ON TEMPLATE FOR GB.

ACTION – MAPS WILL BE PLACED IN THE BRAIN AND UPDATED AS NEEDED.

ACTION – MAPS NO LONGER BEING USED HAVE BEEN DIGITALLY ARCHIVED.

**Fire Extinguisher** – The team reviewed and discussed the white paper and checklist.

ACTION – NEED FIRE EXTIGUISHER MAP FOR GB BY APRIL MAINTENANCE MEETING

ACTION – CREATE CHECKLIST FOR GB OFFICE BY APRIL MAINTENANCE MEETING

ACTION – UPDATE TYPE OF FIRE EXTINGUISHER FOR TECHNOLOGY DEPT TO HAYLON ON MAP

ACTION – MIKE TO CHECK HOW OFTEN AND WHO CHECKS THE TECHNOLOGY SUPPRESSION SYSTEM BY THE APRIL MAINTENANCE MEETING.

#### **Operations**

**Staffing** – Tenneal and Mike met and created a matrix for the Maintenance “brain” which the team reviewed and discussed.

ACTION – TENNEAL AND MIKE WILL CREATE A MATRIX FOR THE GB OFFICE

ACTION – GAPS/INCOME/DEFERRED MAINT/STAFFING WILL BE DISCUSSED, TO BE ALIGNED WITH BUDGET CONVERSATION THEN RECOMMEND TO THE BOARD BY MAY 2019.

**Security** – Tenneal drafted a security document which included alarms, cameras, lights, keys and safety response plan.

ACTION – TENNEAL TO CREATE A DOCUMENT/ADD INFORMATION FOR GB.

ACTION – NEED TO FIND A LOCATION FOR OBSERVATION OF CAMERA IMAGES – POSSIBLY MOVE TO ADMIN OFFICE FOR BETTER OBSERVATION?

ACTION – DISCUSSION OF KEY SYSTEM AND HOW TO SIMPLIFY, PHASE OUT WITH A FUTURE FOB SYSTEM.

**Inspections -**

ACTION – INSPECTION INFORMATION/CHECKLIST/PROCEDURE BY NEXT MEETING

**General Maintenance –**

ACTION – THE FOLLOWING ITEMS MOVED TO THE APRIL MEETING:

- Calendar of Tasks
- Custodial
- Grounds and IPM
- Warehouse
- Sysaid
- General yearly maintenance
- Minor upgrades
- Contracts
  - List of contracts
  - Contract review

**Budget planning**

ACTION – NEXT BIG NEED

**Budget needs analysis/ Yearly spending**

ACTION – ANGILA WORKING ON DOCUMENT INCLUDING INSURANCE FOR EACH LOCATION

**Upgrades**

ACTION – PLANNING FOR MAJOR AND MINOR UPGRADES

**Deferred**

ACTION – DISCUSSION OF WHY 50,000 – LONG RANGE PLAN/ROOF/HVAC

ACTION – DATA POINT/DISCUSSION/RECOMMENDATION TO THE BOARD

4. **Future**

KEY FOB SYSTEM

REGULAR MAINTENANCE OF THE GB OFFICE – SHARON AND MIKE

**Next meeting scheduled for Monday, April 15<sup>th</sup> at 4:00 pm in the SCESD board room**