

Maintenance Committee Agenda

October 21, 2019

4:00 pm – 6:00 pm

South Coast ESD Board room

Maintenance CIP Goals:

- a. Given the deferred maintenance of the Gold Beach office, the ESD will evaluate the needs of the building and complete maintenance by June 30, 2020.
- b. Given the need to proactively maintain both buildings, the ESD will develop and utilize a needs to budgeting process presenting to the board how much should be saved in deferred maintenance yearly as well as how the deferred maintenance will be provided each summer by February 2020.

Maintenance Long Range Plan Goals:

- a. 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 (please remind attendees to check if the downstairs alarm is set before exiting)

1. Action Item Review

Coos Bay office

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

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

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

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

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

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

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.

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

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

ACTION – ANGILA WORKING ON BUDGETS INCLUDING INSURANCE FOR EACH LOCATION

Gold Beach office

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

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

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

ACTION – CREATE CHECKLIST FOR GB OFFICE BY APRIL MAINTENANCE MEETING

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

ACTION - Emergency pull stations for Gold Beach. 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 GB for January meeting. IN PROCESS
ACTION – TENNEAL AND MIKE WILL CREATE A MATRIX FOR THE GB OFFICE
ACTION – TENNEAL TO CREATE A DOCUMENT/ADD INFORMATION FOR GB.
ACTION – ANGILA WORKING ON BUDGETS INCLUDING INSURANCE FOR EACH LOCATION

FROM LEADERSHIP AGENDA

ACTION - Add possible Maintenance services to priority survey.

2. **Gold Beach office**

- GB Maintenance brain
- Deferred maintenance
- Title IX compliance update

3. **Maintenance budgeting**

- Deferred maintenance plan
- Budget process

4. **General Building/Safety discussion**

- Sysaid Ticketing System

5. **Future**

- Wheelchair accessibility for central office lower level.
- Floor coverings
- Budget for moveable wall maintenance for Summer 2020 – Golden Airwall.

19/20 committee meetings scheduled in the SCESD board room from 4:00-6:00 pm on the following dates:

Oct 21

Feb. 10

April 20

June 22 – if needed

COMMITTEES GET TOGETHERS – NOV. 18, MARCH 16, MAY 18 FROM 4-6 PM IN THE SCESD CONFERENCE ROOM

19/20 Committee members:

Board – Jackie Crook, Bruce Levy

Administrators – Chairs Brandie Monroe and Tenneal Wetherell, Kathy Metzger

Staff members: Mike Baumer, Sharon Rebschke

Licensed staff: Megan Steele

Full-time staff: Open

Part-time staff: Open