

Maintenance Committee Notes

June 17, 2019

4:00 pm – 6:00 pm

South Coast ESD Board room

Attendees: Tenneal Wetherell, Kassie Wynveen, Mike Baumer, Kathy M

Absent: Fred Clauson, Jackie Crook, Sharon Rebeschke, Don Grey

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**

Coos Bay office

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

ACTION – Mike to work with Angila to draft a budget for the maintenance plan. THERE IS A PROCESS TO USE MOVING FORWARD

ACTION – Mike to identify future tool/equipment needs. PART OF BUDGET PROCESS

ACTION - The warehouse electrical panels need to be researched and labeled. LABELED AS WORK OCCURS

ACTION - KID SAFETY LATCH FOR ELECTRICAL PANEL IN THE WAREHOUSE.

ACTION – Budget for all levels for CB for January meeting. COMPLETED

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 EXTINGUISHERS.

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

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

TENNEAL TO FIND OUT WHO AND WHEN THE HAYLON SUPPRESSION

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

ACTION – NEED TO FIND A LOCATION FOR OBSERVATION OF CAMERA IMAGES – POSSIBLY MOVE TO ADMIN OFFICE FOR BETTER OBSERVATION? BY SEPTEMBER 2019.

ACTION – ANGILA WORKING ON BUDGETS INCLUDING INSURANCE FOR EACH LOCATION. COMPLETED

Gold Beach office

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

ACTION - KATHY TO RESEARCH WITH MODERN FLOORS BEST KIND OF CLEANER TO PURCHASE.

BRANDIE TO MEET WITH TENNEAL AND DECIDE WHICH ZONES AND WHO IS PAYING.

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

ACTION – NEED FIRE EXTINGUISHER MAP FOR GB BY APRIL MAINTENANCE MEETING - FUTURE
ACTION – CREATE CHECKLIST FOR GB OFFICE BY APRIL MAINTENANCE MEETING - FUTURE
ACTION - Electrical map of the Gold Beach office. FUTURE
ACTION - Emergency pull stations for Gold Beach. FUTURE
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. FUTURE
ACTION – Budget for all levels for GB for January meeting. FUTURE
ACTION – TENNEAL AND MIKE WILL CREATE A MATRIX FOR THE GB OFFICE - FUTURE
ACTION – TENNEAL TO CREATE A DOCUMENT/ADD INFORMATION FOR GB. FUTURE
ACTION – ANGILA WORKING ON BUDGETS INCLUDING INSURANCE FOR EACH LOCATION COMPLETED

2. **Project update/discussion**

- Review final CB Maintenance plan. The team reviewed the binder and had discussions of what is being done now, track tasks, budgets for the year and deferred maintenance,
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3. **19-20 school year**

- Goals
Forklift maintenance
Budget
Gold Beach brain
Ongoing work in the building
Staff to report out at each committee meeting

- Gold Beach office – projects to be completed in 19/20

4. **Organizational**

- Contractor Performance Evaluation Process – to subcommittee this summer.

5. **Future**

- Wheelchair accessibility for central office lower level.