

Maintenance Committee Agenda

November 21, 2019

4:00 pm – 6:00 pm

South Coast ESD Board room

Attendees: Brandie Monroe, Mike Baumer, Tenneal Wetherell, Sharon Rebischke via WebEx, Kathy M.

Absent: Jackie Crook, Bruce Levy

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 need 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)

Action Item Review

Coos Bay office

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

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

ACTION - The warehouse electrical panels need to be researched and labeled. **IN PROCESS. LABELS WILL BE CREATED AS THEY COME UP.**

ACTION – Budget for all levels for CB for January meeting. **IN PROCESS TO BE ADDRESSED BY SUB COMMITTEE.**

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

MIKE TO WORK ON CALENDAR OF TASKS STARTING IN JULY 2020 AND CONTINUE THROUGHOUT THE 2020-2021 YEAR.

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

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

KATHY TO WORK WITH MIKE BY 12/30

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

ACTION – GAPS/INCOME/DEFERRED MAINT/STAFFING WILL BE DISCUSSED, TO BE ALIGNED WITH BUDGET CONVERSATION THEN RECOMMEND **TO THE BOARD BY MAY 2020**

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

DECISION TO BE MADE IN THE SPRING

ACTION – ANGILA WORKING ON BUDGETS INCLUDING INSURANCE FOR EACH LOCATION

BUDGET NUMBERS HAVE BEEN CREATED AND BEING USED.

Gold Beach office

ACTION - Possible purchase of a carpet shampooer for GB. **CLEANER TO GB ON 11/25**

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

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

~~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**

GARBAGE BY WEIGHT OR SIZE OF CONTAINER – **BRANDIE TO CALL CTR BY NEXT 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.

FROM LEADERSHIP AGENDA

ACTION - Add possible Maintenance services to priority survey. **NEXT YEAR**

1. Subcommittees:

- Budget – the team discussed what additional items should be added to the Maintenance budget.
- Deferred Maintenance – Subcommittee of Tenneal, Mike and Kathy to take Maint/Op meeting to complete.

2. Gold Beach office

- GB Maintenance brain
History of the Gold Beach office was presented and approved.
- Deferred maintenance
Subcommittee of Tenneal, Mike and Kathy to take Maint/Op meeting to complete.
- Title IX compliance update – to be completed on 11/25

3. Maintenance budgeting

- Deferred maintenance plan – list to the brain as items arise.
- Budget process

Subcommittee of Tenneal, Brandie, Mike and Sharon need to complete by January meeting. Basic maintenance/minor upgrades need to be determined and put in the budget. Provide opportunity for wiggle room/ad hoc decisions. Discussion of project/needs and funding coming out of overhead.

4. General Building/Safety discussion

- Sysaid Ticketing System – white paper was created, Secretaries trained. Process appears to be working well.

- Review of Accident/Injury (SAIF) and Safety Committee – still in the high cost level. The Safety Committee is working hard to keep

5. Future

- Wheelchair accessibility for central office lower level. A subcommittee is working on costs/planning.
- Floor coverings – repair of current carpeting, chair mats are being used.
- Budget for moveable wall maintenance for Summer 2020 – Golden Airwall. Not only annual maintenance but consideration for recovering the wall.
- Work truck with lift gate
- Flooring for GB office

- Build a storage unit on the main campus.

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