

03/07/13

Berkeley Unified School District

Facilities Safety and Maintenance Oversight Committee (FSMOC)

Meeting Minutes

March 7, 2013

1720 Oregon St.

Committee members present (& appointer)

Catherine Lazio (Wilson) David Shiver (Board at Large) Iris Starr (Appel)
Federico Castillo (Leyva-Cutler) Rick Carr (Hemphill)

Staff

Steve Collins Gayle Brandt

1. Call to Order/Quorum/Approve Minutes

The quorum was established with three FSMOC members present. The fourth and fifth Committee members joined the meeting shortly thereafter. There are currently five active members. The meeting was called to order and the minutes from 10/4/12 were unanimously approved.

While reviewing the notes from the 2/21/13 meeting, Collins pointed out that in the first section under Report from Maintenance Management, the first item was to “re-tube” the steam boiler, not “re-hose” and that a corrected version of the notes would be sent out. Lazio also mentioned that one of the points of discussion during the meeting was the security audit and that it didn’t appear in the notes. Collins suggested that rather than enter it into the notes just as a discussion point, that it be added to the Committee statement on this meeting’s minutes.

2. Report from Maintenance Management

a. 2nd Quarter Report

Even though the 2nd Quarter Report was discussed during the last Committee meeting, Steve Collins went through the report, answering questions presented by the new Committee Member, Iris Starr.

The Committee requested to see a list of the permits (who were actually requesting usage permits) and also the policy for obtaining use permits.

b. 2nd Interim Report

Maintenance Manager Steve Collins reviewed the report for the Committee:

- On the first page, Collins explained that the salaries and benefits show a variance because of several employees being on worker’s comp and then vacancies. The variance in the supplies also ties into having fewer employees.
- Lazio asked about the Maintenance Initiatives and asked Collins what they were, for this year. Collins explained that the largest project that was planned, retrofitting the fans in the Berkeley Community Theater didn’t happen this year because only one bid was received. This project will go back out for bid for the next year. The projects that were completed were the re-slurry project, the King baseball field, we have recapped several of the play-matting surfaces under playgrounds, some

stage lighting improvements, replacement of restroom stalls, replacement of cameras. All of these projects were listed in the Annual Plan.

- Collins also reminded the Committee that the April meeting would be the first time the Annual Plan for the next year would be presented to the Committee.
- On the Staffing model, there are three vacancies noted. One is about to be filled; we have chosen the new hire and HR is currently going through the hiring process. The remaining two vacancies have closed. (One of these vacancies is new, due to one resignation). Both of the vacancies are for HVAC technicians.
- Collins explained the reserves in our budget. He also explained that since we cannot combine the money from this measure and the new measure starting in July, we will have to find ways to spend down the money that is left in this measure (BB). More will be included in the Annual Plan, presented to the Committee next month.

3. Committee Discussions

a) Committee Structure

- Collins explained that the official structure currently is for eleven members and that the Committee had previously discussed moving toward having seven members that are all appointed by the Board as “at large.”
- Lazio asked if we need to present this to the Board at one of the Board meetings and Collins explained that Lew Jones suggested that if the Committee presents the idea in the form of a Committee Statement that he will then report that to the Board.
- Lazio suggested adding an item for the next meeting about consolidating the agenda to which Castillo added a request for a review of how many times this Committee has achieved quorum.

4. Agenda Items for the next meeting, April 11, 2013

- Annual draft plan
- Quorum review/calendar consolidation

5. Committee Statement to the Board of Education

The Committee supports the reduction of Committee Members to seven, from the current eleven, chosen by the Board of Education as an “at large” appointment process to insure obtaining a quorum and to simplify the appointment process. The Committee would also like to be informed of any pertinent safety measures in the upcoming campus safety audit.

6. Public Comment on non-agenda items:

There were no members of the Public in attendance.

7. Adjournment

The meeting was adjourned at 6:57

The next meeting will be April 11, 2013