

CHAIRMAN'S REPORT TO THE BOARD

January 8, 2020

Property Development and Maintenance –

- **Generator Update** – As per electronic approval by the Board in November post Board Meeting, steps were taken to proceed with the upgrade of our generator back-up equipment. Using Jeff Devries, owner and operator of Devries Electrical as our point person, we contracted for the purchase and installation of a 48 kw Generac stand-by propane generator as per the Devries' quote. This system has the capacity to run the entire physical plant in the event of power outages and eliminates the need for significant indoor electrical work to achieve optimum result. As this project rolled out we experienced the usual project wrinkles. Placing the generator at the south end of the old wing allowed appropriate tie in to the main electrical panel and logical placement for the transfer switch and this proceeded as planned. Unfortunately, we then learned that a generator of this capacity required us to upsize our propane tank from 500 gallons to 2,000 gallons. I believe now that this is based on the fact that should the generator run for any significant period of time in an outage, it would go through a fair volume of propane. With the upsizing in the tank, placement codes changed. Code for a 2,000 gallon tank require a 10 foot clearance between the generator and the tank as well as a 25 foot clearance between the building and the tank and a 25 foot clearance between the property lines and the tank. These requirements were achieved by placing the torpedo tank on our newly acquired land at the west side of the building beyond the existing parking lot. Compliance added to the overall cost for this project as we had to excavate and lay an access lane and pad for the tank (done by Mark Grier) plus trench for the gas lines from both the generator and the building to the tank (done by Devries Electric and propane subcontractor). The final phase of installation has been delayed by the delay in delivery of the Generac System to the electrician.
- **Water Softener Regeneration** – Retest January 2020. I have spoken to Bruce Huntley and asked him to arrange with the sales rep, Richard, to return as promised to retest the water going through the system.
- **South Window Installations** –Cracked pane replacement and invoice pending, Innovative Construction.
- **Exterior Modifications** –Wagner of Chris Newman's group had a list of the work to be completed outside the building this fall. Included metal flashing around the external venting; river stone along the foundation and in the large west wing window well; flashing around the propane and AC piping; securing of the LAFR bench out front; removal of the added on piece of ice guard on the southern exposed metal roof. Wagner has since left Innovative Construction. Mark Grier has completed the installation of flat stock metal along the foundation and placement of river rock in the window well plus the area around the new generator site.
- **HVAC – Air conditioning in the Pharmacy** - Annual service to the furnaces has been delayed until the drywall work is completed. The thermal blinds from Morgan's for the Pharmasave finally arrived just after Christmas, have been installed and the bill will be paid in January. Two ceiling fans have been ordered through Home Hardware for installation in the Pharmasave, again in an attempt to improve air flow and overall temperature in the space.
- **Passenger Lift** – The lift ceiling was replaced in November by Upper Canada Elevators under warranty.

- **Privacy Sound Proofing** – Drywall repairs around the window will help. Signage is up. There has been another request from staff to improve the sound proofing based on client comments. We could look into acoustic panels for the ceiling.
- **Small Repairs** – The drywall repairs and painting in various areas of the facility will be completed by Kathryn Graham and Meagan during off hours. Chris has no problem with this arrangement.
- **Office Reception Area** – Invoicing from Hunt's Cabinet and Creations received and paid (\$476.60 HST included and has been paid). Innovative Construction invoice pending.

Business Continuity Plan –Protocol – pending as per November discussions. With the placement of the new generator, the entire facility should switch seamlessly to back-up power in a power failure. Post meeting, Carol suggested we check with our insurance provider to see if we have coverage for business interruption. Andy will update on that.

Physician Recruitment – Dr. Erb and Dr. Comeau attended the Ottawa Job Fair in November but leads were not fruitful. Andy will report further on our discussion with Dr. Erb and recruitment steps.

Staffing – Robin remains off. She has had some additional setbacks so her return date remains unknown. We continue with Arlene and Amey adding coverage hours. With year-end financials we will follow-up with regard to any annual wage increases.

Infection Control Review by Practice Health Check – Physicians asked that the revisit be delayed into the new year. The inspection invoice was received and paid. The Autoclave has been relocated to the lower level in the designated room for this use. Amey says it is working out fine in this location.

Occupational Health & Safety –WHMIS training pending.

Donations – In memory of Bill Powers and Cheryl White plus another donation from the family in memory of Lynda Grice. There were additional donations from individuals around year end giving and using the donation pamphlet.

Patient Services – Medigas will resume their monthly CPAP clinic on site. They have asked for the small conference room from 8:00 to 12:00 the first Thursday of every month through 2020 and we have given them the green light on that. We do not charge for this space for this service.

Mallorytown Pharmacy and Walk-in Clinic – FYI, I am advised by our staff that the walk-in clinic consists of a nurse on site who connects in real time to a physician who is not on site, to provide this service.

Respectfully,

Heather Cross, Chair