

STUART-NECHAKO REGIONAL HOSPITAL DISTRICT

AGENDA

THURSDAY, SEPTEMBER 17, 2015

CALL TO ORDER

SUPPLEMENTARY AGENDA

Receive

AGENDA – September 17, 2015

Approve

PAGE NO. MINUTES ACTION

2-5 **Stuart-Nechako Regional Hospital District Meeting Minutes – August 20, 2015** **Adopt**

CORRESPONDENCE

6-11 **Northern Health – The Pines Electrical System Upgrade** **Receive**

BYLAWS

First, Second, Third Reading and Adoption

12-13 **No. 55 Stuart Nechako Regional Hospital District Capital Expenditure Bylaw (All/Weighted/Majority)** **1st, 2nd, 3rd, Reading & Adoption**

14-15 **No. 56 Stuart Nechako Regional Hospital District Annual Budget Amendment Bylaw (All/Weighted/Majority)** **1st, 2nd, 3rd, Reading & Adoption**

VERBAL REPORTS

RECEIPT OF VERBAL REPORTS

SUPPLEMENTARY AGENDA

NEW BUSINESS

ADJOURNMENT

STUART-NECHAKO REGIONAL HOSPITAL DISTRICT**MEETING MINUTES****THURSDAY, AUGUST 20, 2015**

PRESENT: Chairperson Jerry Petersen

Directors Eileen Benedict
Thomas Liversidge
Rob MacDougall
Bill Miller
Mark Parker
Luke Strimbold
Gerry Thiessen

Directors Absent Tom Greenaway, Electoral Area "C" (Fort St. James Rural)
Dwayne Lindstrom, Village of Fraser Lake

Alternate Director Bob Hughes, Electoral Area "C" (Fort St. James Rural)

Staff Gail Chapman, Chief Administrative Officer
Hans Berndorff, Financial Administrator
Cheryl Anderson, Manager of Administrative Services
Wendy Wainwright, Executive Assistant

Other Bill Stewart, Fraser Lake

CALL TO ORDER

Chair Petersen called the meeting to order at 10:07 a.m.

AGENDAMoved by Director Miller
Seconded by Director Parker**SNRHD-2015-7-1**

"That the Stuart-Nechako Regional Hospital District Agenda of August 20, 2015 be approved."

(All/Directors/Majority)

CARRIED UNANIMOUSLY**MINUTES****Stuart-Nechako Regional
Hospital District Meeting
Minutes – June 25, 2015**Moved by Director MacDougall
Seconded by Director Strimbold**SNRHD-2015-7-2**

"That the minutes of the Stuart-Nechako Regional Hospital District meeting of June 25, 2015 be adopted."

(All/Directors/Majority)

CARRIED UNANIMOUSLY**ADMINISTRATION REPORTS****Northern Health Emergency
Capital Request - Pines
Electrical Upgrades**Moved by Director Benedict
Seconded by Director Miller**SNRHD-2015-7-3**

"That the Stuart-Nechako Regional Hospital District Board of Directors request that Northern Health provide an itemized cost analysis and further information in regard to the Pines Electrical Upgrades."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

ADMINISTRATION REPORTS (CONT'D)

Discussion took place regarding the need to have an overview of what is required in replacing the current generator at the Pines Care Facility. Concerns were brought forward regarding the cost associated with replacing the generator at the Pines with the generator from the old Lakes District Hospital and Health Centre and the need to redo the electrical system at the Pines to accommodate the new generator. Director Strimbold noted the potential to save in long-term planning if the upgrade is completed now.

Northern Health Emergency
Capital Request - Pines
Electrical Upgrades

Moved by Director Strimbold
Seconded by Director Miller

SNRHD-2015-7-4

"That the Stuart-Nechako Regional Hospital District Board of Directors receive the Treasurer's August 12, 2015 memo titled "Northern Health Emergency Capital Request – Pines Electrical Upgrades."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Financial Statements
-June 30, 2015

Moved by Director MacDougall
Seconded by Director Parker

SNRHD-2015-7-5

"That the Stuart-Nechako Regional Hospital District Board of Directors receive the Treasurer's August 11, 2015 memo titled "Financial Statements – June 30, 2015."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

CORRESPONDENCE

Correspondence

Moved by Director Strimbold
Seconded by Director Miller

SNRHD-2015-7-6

"That the Stuart-Nechako Regional Hospital District Board of Directors receive the following correspondence from:

- Northern Health titled "NCLGA Meeting – Prince George – May 6, 2015;
- Stuart Lake Senior Association titled "Senior Residents' Concerns and lack of Positive Response from Northern Health;
- Northern Health News Releases:
 - New Mental Health and Substance Use Support Programs to Help support Residents of Northern B.C.;
 - New Residential Care Beds Officially Opened During Gateway's Fifth Anniversary Celebration;
 - Increases in HIV Testing and Treatment Key Outcomes in the STOP HIV/AIDS Program;
 - Northern Health Board Recognizes Energy Saving Initiatives and Programs Engaging Youth About Future Health Care Career Opportunities;
- Cariboo Chilcotin Regional Hospital District titled "Shortage of Physiotherapists in BC."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

BYLAWS

First, Second, Third Reading and Adoption

No. 55 & 56 Stuart-Nechako
Regional Hospital District
Capital Expenditure Bylaw

Moved by Director Benedict
Seconded by Director Parker

SNRHD-2015-7-7

"That "Stuart-Nechako Regional Hospital District Capital Expenditure Bylaw No. 55 and 56, 2015" be deferred to a future Stuart-Nechako Regional Hospital District Board Meeting."

(All/Weighted/Majority)

CARRIED UNANIMOUSLY

VERBAL REPORTS

Paramedicine Trial in Fort
St. James

Director MacDougall mentioned that the Paramedicine trial is being implemented in Fort St. James. The Unit Chief for B.C. Ambulance is the lead and is currently working through the process. Optimism has been expressed that it will complement the health services in Fort St. James.

Lakes District Hospital and
Health Centre

Director Miller had an opportunity to utilize the Lakes District Hospital and Health Centre and noted the quality of the facility. He mentioned the importance for community members and staff to have input into the planning and developing of a new facility being built.

Child and Youth Mental Health
Forum in Fraser Lake

Director Thiessen and Director Benedict attended a Child and Youth Mental Health Forum in Fraser Lake on August 18, 2015. Director Thiessen mentioned one of the key concerns brought forward was the inability for agencies to share information thus helping an individual can be a very slow process. Concerns were brought forward in regard to the red tape and the need for the province to make changes and allow agencies to share information in regard to patients dealing with mental health issues. Prince George has implemented a system wherein a mental health nurse accompanies RCMP when attending patients. This has allowed for streamlining and better care for the patient.

Representatives from the provincial government attended to receive input from stakeholders in regard to the needs of children and youth in regard to mental health in the region. There is funding being provided to develop collaborative working groups in the region to address children and youth mental health and a position is being formed in Prince George to oversee the work. It was a very positive discussion.

Receipt of Verbal
Reports

Moved by Director Miller
Seconded by Director Strimbold

SNRHD.2015-7-8

"That the verbal reports of the various Stuart-Nechako Regional Hospital District Board of Directors be received."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

NEW BUSINESS

Meeting with Northern Health at UBCM

A meeting has been requested with Northern Health at the Union of B.C. Municipalities Convention in Vancouver, September, 2015. Staff are awaiting confirmation. Northern Health has expressed a desire to meet with the Regional Board prior to meeting with the Minister of Health regarding the Stuart Lake Hospital replacement project.

Northern Health has suggested a similar model for the Stuart Lake Hospital replacement project that was used for the planning and replacement of the new Lakes District Hospital and Health Centre. The planning was funded by the Stuart-Nechako Regional Hospital District and the amount spent to fund the planning was a portion of the 20% total contribution by the SNRHD to replace the facility. This allowed for the project to move forward in a timely manner and receive commitment from the province.

Moved by Director MacDougall
 Seconded by Director Thiessen

SNRHD. 2015-7-9

"That the Stuart-Nechako Regional Hospital District commit to providing funds to the planning of a new Stuart Lake Hospital; and further, that those funds be part of the entire 20% contribution from the Stuart-Nechako Regional Hospital District for the replacement of the Stuart Lake Hospital in Fort St. James."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Child and Youth Mental Health

Director Thiessen suggested inviting all stakeholders and agencies related to Child and Youth Mental Health in the region to have an In-Camera meeting to explain and discuss the magnitude of the issues in the region. Staff will forward an invite to stakeholders.

ADJOURNMENT

Moved by Director Miller
 Seconded by Director Parker

SNRHD-2015-7-10

"That the meeting be adjourned at 10:54 a.m."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Jerry Petersen, Chairperson

Wendy Wainwright, Executive Assistant



August 28, 2015

Hans Berndorff, CA
Financial Administrator
Stuart-Nechako Regional Hospital District
P.O. Box 820
Burns Lake, BC V0J 1E0

Email: hans.berndorff@rdbn.bc.ca

RE: The Pines Electrical System Upgrade

Dear Mr. Berndorff:

This letter is to provide you with further information regarding the project to upgrade the electrical system at The Pines and install the generator from the old Burns Lake Hospital.

The Pine's existing Emergency Generator is 1970' vintage John Deer/Kohler 80KW generator. This Generator is obsolete and reliability is compromised. This project will install a surplus 230KW Volvo Generator removed from the old Burns Lake Hospital.

Scope of work will include the following:

- Design & construct new concrete generator pad
- Install new direct buried duct bank from generator to electrical room.
- Remove existing generator and associated fuel tank and hardware from the basement of the Pines
- Install new double door to the proposed new electrical room of the existing generator room
- Seal off existing single door opening to the existing electrical room and paint interior of new electrical room
- Move heating and sprinkler lines to accommodate the new installation of new electrical equipment.
- Fully commission and test new generator

The estimated useful life of an electrical generator is 40 years. The current generator gear is over 40 years old and there is a real risk of failure. It has been repaired several times over the years to address reliability issues. Power outages are very common in the Burns Lake area and this unit is frequently required to provide vital power to this long term care facility that houses 35 residents.

Thank you for your consideration of this request. If you require further information, please contact our office.

Sincerely,

Deb Taylor, H.B.Comm, CPA, CGA
Regional Manager, Capital Accounting

Cc: Michael McMillan, Chief Operating Officer, NI
Mike Hoefler, RD, Capital Planning and Support Services

Capital Project Approval Form

SECTION II: Strategic Importance

1. Indicate how this project supports strategic priorities in NH's Strategic Plan
 (Place an 'X' next to all that apply to indicate a High, Moderate or Low level of support)

Level of Support			Strategic Priority
High	Mod.	Low	
			Integrated Accessible Health Services
			Supports the establishment of multi-disciplinary "Primary Care Homes"
			Supports a health system that honours diversity and provides service in a culturally relevant manner
			Supports services designed to meet the needs of Northern populations
			Improves service provider collaboration
		X	Improves satisfaction with NH health services

Level of Support			Strategic Priority
High	Mod.	Low	
			A Focus on Our People
			Improves staff and physician engagement within Northern Health
		X	Supports workplace health & safety
		X	Supports NH's retention strategy
			Supports NH's recruitment strategy

Level of Support			Strategic Priority
High	Mod.	Low	
			High Quality Services
			Supports a culture of continuous quality improvement and patient safety
			Supports effective decision-making
			Partners with academic organizations to engage in research and foster a learning environment
			Strengthens NH's capacity to manage the change needed to improve quality
			Strengthens emergency preparedness and helps manage risks to NH

Level of Support			Strategic Priority
High	Mod.	Low	
			A Population Health Approach
			Will have a significant positive impact on the health of Northern people
			Fosters safe, healthy and environmentally responsible workplaces
			Project is supported by population health evidence

Comments:

2. How does this project fit in with capital spending priorities? (Place an 'X' next to all that apply and explain)

Level of Support			NH Goal / Objective
High	Mod.	Low	
X			Mitigates quality and safety risk
			Realizes current or future operational savings
X			Addresses end of life issues
			Is based on an approved business case
			Leverages innovation

Explanation
testing has shown a potential risk with these old breakers. With the increase in temperature comes a risk of arch flash and fire
This equipmnet has exceed its life expectancy by 40 years

SECTION III: Project Financing

1. Provide details of anticipated Regional Hospital District support for this project.

Capital Project Approval Form

40% funding to be requested from SNRHD

2. Provide details of any other funding sources.

SECTION IV: Project Risk

1. Describe key assumptions, project dependencies and risks.

Key Assumptions

The electrical requirements for the areas serviced by these panels will not significantly change over the next 15 years

Key Project Dependencies

Project Risks

Hazardous materials when doing renovations. Building was built in early 70's probability is reasonably low.

2. Discuss reasonable alternatives to the project. Why weren't the alternatives selected?
3. What would be the ramifications of delaying the project for another year?
safety risk
4. What would be the ramifications of not doing the project at all?
A high risk of equipment failure with the possibility of fire resulting in departments being without electrical power for an extended period of time
5. Provide an assessment of legal, tax, compliance, regulatory and government issues, if any.
none

SECTION V: Operational Impacts

1. How does this project impact clinical departments and other direct patient care services? Please indicate which departments are impacted in Item 5 below.
none
2. How does this project impact support departments (e.g., facilities, environmental services, billing, information technology, material services, etc.)? Please indicate which departments are impacted in Item 5 below.

Capital Project Approval Form

none

3. Will this project require newly constructed or incremental space, renovation of existing space, or impact utilities (e.g., electrical, phone, cabling, networking, HVAC, etc.)? Please include an estimate of additional square footage.

none

4. Please provide an estimate of the timing for completion of the project and comment on expected timetable issues and potential delays.

Estimated time to complete project is 4 to 5 months

Capital Project Approval Form

SECTION V: Operational Impacts (continued)

5. Please indicate which clinical and support departments are impacted by placing an "X" next to the department.

	Specify Details	Explain Impact
<input type="checkbox"/> Clinical:		
<input type="checkbox"/> Nursing <i>(specify areas)</i>		
<input type="checkbox"/> Nursing <i>(specify areas)</i>		
<input type="checkbox"/> Nursing <i>(specify areas)</i>		
<input type="checkbox"/> Operating Rooms		
<input type="checkbox"/> Pathology and Lab		
<input type="checkbox"/> Diagnostic Imaging		
<input type="checkbox"/> Phys. Med. & Rehab		
<input type="checkbox"/> Respiratory Therapy		
<input type="checkbox"/> Pharmacy		
<input type="checkbox"/> Other <i>(specify areas)</i>		
<input type="checkbox"/> Other <i>(specify areas)</i>		

<input type="checkbox"/> Support:		
<input type="checkbox"/> Billing & Registration		
<input type="checkbox"/> Biomedical Engineering		
<input type="checkbox"/> Building Maintenance		
<input type="checkbox"/> Dietary		
<input type="checkbox"/> Health Records		
<input type="checkbox"/> Housekeeping		
<input type="checkbox"/> Information Systems		
<input type="checkbox"/> Linen and Laundry		
<input type="checkbox"/> Materiel Management		
<input type="checkbox"/> Security		
<input type="checkbox"/> Sterile Processing		
<input type="checkbox"/> Other <i>(specify areas)</i>		
<input type="checkbox"/> Other <i>(specify areas)</i>		

<input type="checkbox"/> Community:		
<input type="checkbox"/> Home Care		
<input type="checkbox"/> Residential Care		
<input type="checkbox"/> Mental Health/Addictions		
<input type="checkbox"/> Public Health		
<input type="checkbox"/> Other <i>(specify areas)</i>		
<input type="checkbox"/> Other <i>(specify areas)</i>		
<input type="checkbox"/> Other <i>(specify areas)</i>		
<input type="checkbox"/> Other <i>(specify areas)</i>		

**STUART-NECHAKO REGIONAL HOSPITAL DISTRICT
BYLAW NO. 55
CAPITAL EXPENDITURE BYLAW**

WHEREAS, the Board of the Stuart-Nechako Regional Hospital District proposes to expend money for capital expenditures described in Schedule 'A' attached hereto and forming an integral part of this bylaw;

AND WHEREAS, those capital expenditures have received the approval required under Section 23 of the *Hospital District Act*,

NOW THEREFORE, the Board of the Stuart-Nechako Regional Hospital District enacts the following capital expenditure bylaw as required by Section 32 of the *Hospital District Act*;

1. The Board hereby authorizes and approves the expenditure of money necessary to complete the capital expenditures as described in Schedule 'A' attached.
2. The Board hereby delegates the necessary authority to the Treasurer to settle payment.
3. This bylaw may be cited for all intents and purposes as the "Stuart-Nechako Regional Hospital District Capital Expenditure Bylaw No. 55, 2015."

READ A FIRST TIME this day of , 2015

READ A SECOND TIME this day of , 2015

READ A THIRD TIME this day of , 2015

ADOPTED this day of , 2015

Chairperson

Corporate Administrator

I, hereby, certify that this is a true and correct copy of Bylaw No. 55, being "Stuart-Nechako Regional Hospital District Capital Expenditure Bylaw No. 55, 2015" as adopted by the Board of the Stuart-Nechako Regional Hospital District on the day of , 2015.

Corporate Administrator

SCHEDULE 'A'

STUART-NECHAKO REGIONAL HOSPITAL DISTRICT CAPITAL EXPENDITURE AND BORROWING BYLAW NO. 55, 2015

Name of Facility	Project or Equipment Description	SNRHD Share (40%)	Province Share (60%)	Total Project
Pines Long Term Care Facility – Burns Lake	Electrical System Upgrade	\$248,000	\$372,000	\$620,000

"I certify that this document is a true and correct copy of the original"

Corporate Administrator

STUART-NECHAKO REGIONAL HOSPITAL DISTRICT

BYLAW NO. 56

**Being a bylaw to amend the Annual Budget
for the year 2015**

The Stuart-Nechako Regional Hospital District in open meeting assembled
ENACTS as follows:

1. Schedule "A" attached hereto and made part of this bylaw is the Annual Budget for the Stuart-Nechako Regional Hospital District for the year ended December 31, 2015, as amended.
2. This bylaw may be cited as the "Stuart-Nechako Regional Hospital District Annual Budget Amendment Bylaw No. 56, 2015."

READ A FIRST TIME this day of , 2015

READ A SECOND TIME this day of , 2015

READ A THIRD TIME this day of , 2015

ADOPTED this day of , 2015

Chairperson

Corporate Administrator

I hereby certify that this is a true copy of Bylaw No. 56 as adopted.

Corporate Administrator

Stuart-Nechako R.H.D.
2015 Final Budget - Amended

	2014 Budget	2014 Actual	2015 Provisional Budget	2015 Final Budget
REVENUE:				
Surplus from prior year	1,338,768	1,338,768	13,751	44,245
Interest Income	10,000	11,511	1,000	6,500
Grants in lieu of taxes	10,000	9,680	10,000	10,000
Withdrawal from Capital Reserve	3,868,063	2,529,241	840,000	1,555,728
Withdrawal from Special Capital Reserve	62,000		62,500	63,000
Temporary Borrowing			425,911	373,590
TAXATION:	1,742,600	1,742,614	1,742,600	1,790,000
Conv. Hosp. Assmts. (2015 Completed Roll) \$ 331,723,544				
2015 Estimated Tax Rate 54 Cents per \$1,000				
Conv. Hosp. Assmts. (2014 Revised Roll) \$ 321,634,494				
2014 Estimated Tax Rate 54 Cents per \$1,000				
Conv. Hosp. Assmts. (2013 Revised Roll) \$ 313,082,572				
2013 Estimated Tax Rate 56 Cents per \$1,000				
Conv. Hosp. Assmts. (2012 Revised Roll) \$ 269,721,292				
2012 Estimated Tax Rate 65 Cents per \$1,000				
Total Revenue	7,031,431	5,631,814	3,095,762	3,843,063
EXPENDITURES:				
Annual Grants				
Building Integrity < \$100,000	24,000	24,000	24,000	24,000
Global Equipment Grant for Minor Capital <\$100,000	208,016	179,169	180,000	180,000
	<u>232,016</u>	<u>203,169</u>	<u>204,000</u>	<u>204,000</u>
Major Capital Projects				
Major Project - St. John Outpatient CFWD from 2008	818,804			794,545
Major Project - Burns Lake Hospital Planning				
Major Project - Burns Lake Hospital Construction	5,408,167	5,076,650	1,941,585	1,693,585
Major Project - Fraser Lake D&T Heating System (40%)	128,000		128,000	128,000
Major Project - Pines Electrical System Upgrades (40%)				248,000
	<u>6,354,971</u>	<u>5,076,650</u>	<u>2,069,585</u>	<u>2,864,130</u>
Building Integrity > \$100,000				
Fort St. James Electrical Upgrades - CFWD from 2011	160,000	110,738		
Fort St. James Aire Handling Unit - CFWD from 2011	100,000	87,805		
Fort St. James - Sprinkler System (40%)			400,000	400,000
	<u>260,000</u>	<u>198,543</u>	<u>400,000</u>	<u>400,000</u>
Major Equipment				
Vanderhoof Hospital Chemistry Analyser	49,200	42,755		
Vanderhoof Hospital Anesthetic Machine	47,744	47,545	47,744	
Vanderhoof & Fort St. James Telephone System Upgrades			90,000	90,000
	<u>96,944</u>	<u>90,300</u>	<u>137,744</u>	<u>90,000</u>
Information Technology Projects				
Integrated Community Clinical Information System			131,413	131,413
Emergency Department Information system			65,020	65,020
Health Link North - Cerner Upgrade			0	0
	<u>0</u>	<u>0</u>	<u>196,433</u>	<u>196,433</u>
Administration & Other:				
Directors' Remuneration & Travel	10,000	4,934	10,000	10,000
Administration (staff time, audit & other)	15,500	13,973	15,500	15,500
	<u>25,500</u>	<u>18,907</u>	<u>25,500</u>	<u>25,500</u>
Burns Lake Hospital Healing Garden (100% donation funded)	62,000		62,500	63,000
Total Expenditures	7,031,431	5,587,569	3,095,762	3,843,063