



## Seabird Island

P.O. Box 650 | 2895 Chowat Road | Agassiz | B.C | V0M 1A0  
(604) 796-2177 | (604) 796-3729

### Director - Quarterly Update

Quarterly Report by: G. Cross, PW, Housing & Custodial Month: January- April, 2021

Staffing	
New Staff: (name, title)	Hired: <ul style="list-style-type: none"><li>• Custodial- Team Lead</li><li>• Administrative Assistant</li></ul>
Staff Postings:	<ul style="list-style-type: none"><li>• Director of Infrastructure and Housing</li></ul>
Staff Departing: (name, title, reason)	<ul style="list-style-type: none"><li>• Custodial Team Lead- February 2021</li></ul>
Expenditures (current and upcoming):	
<b>Public Works</b> <ul style="list-style-type: none"><li>• Received funding to improvements to the schools HVAC systems for COVID prevention. John Mulder Heating and ESC Automation (HVAC Systems Company) are working on filtering and fresh air intake to make sure we are circulating the air throughout the school.</li><li>• Working towards fixing up the public works shop to be more suitable storage space for equipment. The bathrooms will be upgraded, lockers will be brought in for staff to store personal items.</li><li>• The water line was repaired in two areas in the core of Seabird.</li><li>• Pest control has set traps to rid the rats from the blackberry and tree removal</li><li>• The Help Desk is maintained by one administrative staff from 8:00 am to 4:30 pm Monday to Friday. This help desk is operational through lunch hour.</li></ul>	
<b>Housing</b> <ul style="list-style-type: none"><li>• Received 140 applications for the Fortis BC Project. Of those 140 applications 90 homes have been scheduled to have their furnaces, hot water tanks, and gas fireplaces serviced.</li><li>• 5 members approved for individual home ownership and the 5 families are currently building</li><li>• Housing inspections for all 137 rental homes start March 5, 2021. 45 homes were inspected before stopping due to the rising numbers of Covid-19.</li><li>• The Help Desk is maintained by one administrative staff from 8:00 am to 4:30 pm Monday to Friday. This help desk is operational through lunch hour.</li></ul>	
<b>Custodial</b> <ul style="list-style-type: none"><li>• Due to the Covid-19 pandemic hourly wipe downs of high touch areas were implemented in the Administrative Building as well as the schools.</li></ul>	

- 3 more Clorox 360 machines were purchased for cleaning the buildings. All desks, chairs, walls, doors, and high touch areas are sprayed down with the disinfectant.
- Custodial team disinfected any rooms that may have had a possible Covid-19 case.
- The Help Desk is maintained by one administrative staff from 8:00 am to 4:30 pm Monday to Friday. This help desk is operational through lunch hour.

#### **Fire Department**

- Received equipment to support the response to structure fires, hazardous materials incidents, and other events in the community.
- Received funds to address immediate public health and safety measures, including for minor capital items that support physical distancing and enhanced health and safety practices. The fire department is purchasing a heavy-duty washing machine suitable for removing contaminants from firefighters' gear
- The fire department was able to purchase a canopy for the Ram 3500 pickup truck. Equipment such as the fire extinguisher, first aid kit, and oxygen bottle will be moved from inside the cab to the canopy's lockable compartments

#### **Projects :**

##### **Capital Projects**

- ACRS funding will be going towards improvements for the Schools, such as replacement of gym doors, repair gym floor, replace some classroom floors, and repair broken windows.
- Building 16 is receiving new security system, to work with the needs of the staff monitoring our buildings. The building is for office space for all frontline staff to have meetings, check emails, find information, and check service tickets.
- Charles Drive receive a laundry matt to support the 16 units

#### **Statistics:**

- Department Help Desk Ticket completion rate is very low: PW sits at 16 and Housing 30.
- Housing calls average 15 to 20 a day.
- PW calls average 5 a day.
- Customer wait time for response to calls: emergencies immediately, 1 to 2 hours for maintenance, and 24 hours for appliances. (This does not include completion of the task).
- Fire Department receive 4 burning complaints, 5 call outs.

#### **Training:**

- Maintenance Training Systems- Small Waste Water Systems & Small Water Systems
- Alarm Max security systems training

#### **Meetings:**

- Portfolio meetings are monthly and regular with agendas.

- Various meeting regarding large projects for the community
- Meeting with Sts'ailes- Waste Management
- Alarm Max for new security systems
- Collaborative meetings with Health and Housing