



## ADMINISTRATIVE SERVICES COMMITTEE MINUTES

January 12, 2023, at 2:30 PM in the Club Room

The meeting was started at 2:30 PM by our Chairperson, Carol O'Brien,  
Members Present: Carol O'Brien, Al Roberts, Ardette Isler, Ron Carter,  
Lorraine Brantner, Bill Ciota, Yolanda Stout,  
Members Absent Carolyn O'Neill Larry Chambers  
Members Excused Absense Charlene Roberts ,Bob Cobe  
Management Present: Jeff Dickerson, Director of Administrative Services

Ardette Isler determined that we had a quorum.

The meeting agenda was approved.

Last month's Minutes were automatically approved when no negative comments were received to the draft.

**Significant Month's Activities were covered by Jeff Dickerson, Director of Administrative Services.**

### **Agenda Topics;**

#### **Transportation**

Jeff announced we have one new driver Pete Welk, still needing one more driver, Pam has resigned from driving. We have added one 11:00 PM to 7:00 AM driver, could use one more. We are still working with Holman to get new vehicles, vehicle 191 has been retired and we are looking to add two new Ford Edges. The hooks on the arms which come out for safety when entering and exiting the buses with a ramp have now been equipped with better hooks to assure their arms are secure when used to support passengers getting on and off that buses, Jeff had welding company come here to properly weld and secure arms with the new hooks.

#### **Security**

Discussed asking Sun City Security Patrol about registering golf carts from Freedom Plaza which are not registered, individual owners changing out their ignition key system to a specific key. Individuals are responsible for securing their vehicles and tightening up access to golf carts was also in the conversation. We are getting a quote for 28 new cameras in the Plaza building and adding surveillance signage. We also need security positions filled.

#### **Old Business Safety Issues which need to be addressed**

Are fire alarms checked in apartments? Carol O'Brien will monitor the situation and see what can be done.

Are emergency pendants in fitness center, in pool, garden etc. checked yes by Heritage Med

Are emergency cords in individual apartments checked, yes by Heritage Med.

The concern of residents allowing their dog to walk around in the Atrium was also raised.

Charging Stations for Electric Vehicles was not approved in the 2023 capital budget.

The meeting was adjourned at 3:15 PM by Carol O'Brien

Our next meeting will be February 9, 2023, at 2:30 PM in the Club Room.

Respectfully Submitted,

Ardette Isler, Secretary