



ADMINISTRATIVE SERVICES COMMITTEE MINUTES

July 11, 2024, 2:30 P.M. in the Club Room

Call to Order: Chairperson Carol O'Brien called the meeting to order at 2:30 PM.

Members Present: Lorraine Brantner, Ron Carter, Bill Ciota, Ardette Isler, Emily Lahti, Carol O'Brien, Al Roberts, Charlene Roberts and Kris Delano

Members Absent: Larry Chambers

Administration: Jeff Dickerson, Director

Other Residents Present: None

Quorum/Approval of Minutes: A quorum was present. The meeting agenda was approved, and the June 13, 2024 minutes were approved by unanimous vote.

New Member

- The committee was pleased to welcome Emily Lahti as a new member. Welcome Emily.

Front Desk

- The front desk reports that it has the records for the golf lockers and the golf cart space assignments in good order.

Transportation

- A torque converter has been installed in Vehicle 34 (2022 Ford Edge), and we will have it back during the week of July 8th.
- The buses are undergoing their required periodic inspection, and a number of problems, at significant expense, have been discovered. The inspection has been completed as to two buses. There are three more to be completed.
- The 18 passenger bus (#231) requires air conditioning work.
- We are finding that gasoline, repair parts and labor have become more expensive in the past year.
- We were using a rental car for a period of three months, but returned the vehicle due to its high cost.
- Vehicle 31 (Ford Transit) is being used as the tram. Jeff and Taber are in discussion relative to the use of a one of the Ford Edges for that purpose.

Security/Safety

- Jeff has placed a new stop sign at the door 6 intersection.
- All employees are scheduled to attend a safety fair that will be held from 7 – 3 P.M. on July 12. Employees will be trained with respect to a variety of topics.
- Jeff has installed fire extinguisher signs on all floors where required.

New Business

- The Committee took up and considered the attached “2024 7 11 Resolution adopted by the ASC” at length. There were substantial misgivings with the lack of data support for the adoption of the Resolution. However, it appeared that no significant additional data is available for consideration. Further, Jeff made a strong case for needing the two additional vehicles. Upon motion duly made and seconded, the Resolution was ratified, adopted and approved by majority vote with two abstentions.
- Members expressed a serious concern relative to the process of assigning parking spaces. Specifically, new comers seem to be given closer spaces than those who have been on the wait list for a period of time. Jeff promised to investigate the process and report back.

There being no further business to come before the committee, Carol O’Brien adjourned the meeting at 3:30P.M.

The next meeting will be August 8, 2024 at 2:30 P.M.

Respectfully submitted,

Kris Delano

**RAC Administrative Services Committee
Resolution Adopted July 11, 2024**

WHEREAS, the Administrative Services Committee has been advised by the Director of Administrative Services as follows:

1. Until recently, a rental car was used to augment the fleet used to provide medical transportation, but was returned due to the high cost; and
2. The FP Transportation Department provided 5,792 medical appointment trips between January 1, 2024 and June 14, 2024. Since that number counts the trip to drop off a resident at their care giver as well as the trip to pick them up, the total number of actual trips is nearly double that number. And those numbers are up significantly year over year; and
3. The year over year increase is a result of (i) persons increasingly being admitted as first time residents who are unable to provide their own transportation, and (ii) the population of residents in independent living facility are choosing to age in place.

WHEREAS, the Freedom Plaza fleet of vehicles used to support resident medical transportation is (i) inadequate in number to support the demand for service and (ii) aged and more and more unreliable. For example, one Ford Edge has required significant transmission maintenance resulting in lengthy downtime, and the other Ford Edge shows signs of requiring the same maintenance; and

WHEREAS, the Administrative Services Committee has been otherwise apprised of these matters over a period of months and finds that not less than two additional vehicles are required in order to properly serve the medical transportation requirements of the Freedom Plaza residents;

NOW, THEREFORE, BE IT RESOLVED, that the Administrative Services Committee wishes to respectfully advise the Freedom Plaza Resident Advisory Council of the need for additional medical transportation vehicles and asks, if it finds that it is in agreement, that it forward a written request to Life Care Services as the manager of Freedom Plaza for the purchase of not less than two additional medical transportation vehicles.