

**SUNDRIDGE AND DISTRICT MEDICAL CENTRE  
THURSDAY, JULY 23, 2015  
6:00 P.M.**

**PRESENT:**           **Sundridge** – Lyle Hall  
                          **Strong** – Les Blackwell and Jeff McLaren  
                          **Joly** – Betty Barnes and Brian McCabe

**ABSENT:**           Sundridge – Ryan Jeffers

**STAFF PRESENT:** Lillian S. Fowler, Joint Recording Secretary, CAO/Clerk,  
                          Village of Sundridge

**GUEST:**            Dr. Sarah MacKinnon

**CALL TO ORDER**

The meeting was called to order at 6:08 p.m. by chairperson Betty Barnes. The meeting commenced at the Sundridge and District Medical Centre with the committee meeting with Dr. MacKinnon who was representing the doctors and the nurse practitioner.

**SPECIAL BUSINESS/DEPUTATION**

Dr. MacKinnon met with the committee to discuss the internet and a safety plan. She also reviewed a list of concerns that Dr. Peter Zeindler, Nurse Practitioner Melanie Montpetit, herself and their staff have with regard to some things in the building. A copy of the list is attached.

The committee returned to the Sundridge Council Chambers at 7:15 p.m. to continue the balance of the meeting.

**APPROVAL OF THE AGENDA**

The agenda was circulated. It was

**MOVED BY:**        Lyle Hall  
**SECONDED BY:**   Brian McCabe

**That the agenda be approved as circulated for the July 23, 2015 meeting. Carried.**

**DECLARATION OF PECUNIARY INTEREST**

None

**VERIFICATION OF PREVIOUS MINUTES**

The minutes of the April 21, 2015 meeting were circulated. It was

MOVED BY: Les Blackwell  
SECONDED BY: Jeff McLaren

**That the minutes of the regular meeting held on April 21, 2015 be adopted as circulated.**

The minutes of the June 16, 2015 meeting were circulated. It was

MOVED BY: Les Blackwell  
SECONDED BY: Brian McCabe

**That the minutes of the regular meeting held on June 16, 2015 be adopted as amended with additional wording being added to the sentence on Seminars for Name our new Medical Centre for money (add was discussed and no interest shown). The year indicated in first resolution at top of page 3 be changed to 2015 from 2018. Carried.**

**BUSINESS ARISING FROM THE MINUTES**

None

**SPECIAL COMMITTEE/TASK FORCE REPORTS**

None

**FOLLOW UP/NEW BUSINESS**

Clarification of Note 6 – Financial Statement – Lillian Fowler advised that the \$5000.00 reserves indicated in Note 6 of the Financial Statements could be used to offset a deficit (eg. An emergency repair) in this year’s budget. A deficit would be indicated and these funds could be brought in next year to help offset the deficit.

The accounts payable for June 2015 were presented. It was

MOVED BY: Brian McCabe  
SECONDED BY: Lyle Hall

**That the accounts payable for June 2015 in the amount of \$55,194.66 be approved for payment. Carried.**

The budget Year to Date information was presented.

Future Building or Renovations -

Lillian Fowler advised the committee that Lison Breton, Ministry of Health, can attend the next meeting but would prefer August 20 rather than August 18. Lillian Fowler will confirm the date and the committee will be advised of the exact date.

**CORRESPONDENCE**

None

**CLOSED SESSION**

There were no items for discussion at the time of the agenda presentation.

**NON AGENDA BUSINESS**

None

**ADJOURNMENT**

There being no further business at this time, it was

MOVED BY: Les Blackwell

SECONDED BY: Jeff McLaren

**That we do now adjourn at 7:45 p.m. until the next regular meeting Thursday, April 20, 2015 at 6:00 p.m. or at the call of the chair. Carried.**

.....  
Betty Barnes  
Chair

.....  
Lillian S. Fowler  
Joint Committee Recording Secretary  
CAO/Clerk Village of Sundridge

## Notes for Sundridge & District Medical Centre Meeting re staff safety

### **Immediate/greatest concerns:**

- basement not secured
- need door locks from inside without key
- need all doors keyed the same
- NP Montpetit has no escape door
- do we have fire alarm, smoke detector and carbon monoxide detector?
- emergency lights not working
- handicapped doors not working
- outside lighting insufficient and not working consistently

### **Other concerns:**

- need building communication system – intercoms?
- NP Montpetit locks her door at times when she is doing her evening hours – could we get a doorbell apparatus so she doesn't miss patients who are waiting outside
- no soundproofing
- walkways covered in ice through winter
- grate in main parking lot adjacent to NP Montpetit's office that people trip on
- no washroom large enough to accommodate a wheelchair
- need better admin privacy windows
- Dr. Zeindler's admin window needs horizontal blinds not vertical blinds to prevent people from looking at computer screen
- need fibreoptic cable for new electronic medical record

### **Communication with community:**

- we are now opening at 8:45 am or when 2 staff members are in the clinic – some patients are unhappy with this as they are being made to wait outside
- what would the community like to know about critical incidents at the SDMC and when would they like to be informed