

Trail Conference Building & Grounds Committee
Meeting Agenda – September 23, 2015

1. Review/approve 9/15/2015 minutes
2. Reviewing sections of the FMOP document – cover as much as we can allowing 15 min. before end of meeting:
 - 2 Introduction (start easy)
 - 6.1 Security - Alarm System
 - 6.3 Security - Building Opening and Closing Procedure
 - 6.4 Security - Building Access Points
 - 6.11 Security - Third Party UseReview ground rules:
 - a. Please bring specific comments and suggestions for changes to the above sections
 - b. We will go paragraph by paragraph to capture comments and suggestions
 - c. If you cannot make the meeting, you may email your comments or provide them directly in the document.
3. Opening and closing procedures issues (see next page):
 - a. How should issues identified by Gary be dispositioned?
 - b. Should any be addressed in FMOP?
4. Next Steps:
 - a. Self-assess how review went
 - b. How should we tweak process?
5. Next meeting

Document location:

<https://docs.google.com/document/d/1Ybm51hvi9KYrwDYMD3koExZhT54vhKVbHRLLMjbrZ0o/edit?usp=sharing>

Document development schedule location:

https://docs.google.com/spreadsheets/d/1sHlfPbjwwFbVr9FtPK7P_q43d5ymtDaEbAJJhXGzCqY/edit?usp=sharing

New York-New Jersey Trail Conference

Opening & Closing Procedure Issues

High priority issues

1. Left front door is difficult to lock. A few times it was successfully locked by first opening both doors, shutting the left, shutting the right, locking the left one first, then locking the right one. This obviously isn't a tested procedure. This must be fixed ASAP.
2. **Friday, July 17** – we need to know what to do if the left front door cannot be locked, unless it is fixed already.
3. Local police should be asked to make a daily round of the DSH building. They can check the doors and for anything else suspicious.
4. A county police woman stopped by and asked if we've had any problems with overnight parking. I said no. She said if we do, we can contact the county Department of Parks or the county police. This demonstrates that some local agencies are on board to help us out.
5. Surveillance cameras are working but we need more insurance against break-ins. For example, what is the difference between a staff member coming to the office on a weekend and entering if a door was left unlocked and an intruder finding an unlocked door on a weekend? Can the cameras tell the difference? Does such a staff person call someone right away about the situation (unlocked door)?
6. The issue of building security is only going to increase in importance. One reason is that the bridge and trail to Ramapo College is going to attract visitors to the building, some coming at night or on a weekend. Many people hang out at a college, some are not students, and some may not be friendly to the Trail Conference. The design of our signage on this route (and maybe on the deck itself) should take this issue into account.
7. We need a protocols for communication between staff for end of day closing. The Fulfillment Coordinator and Executive Director aren't in the office every day at 5:30. Who else is responsible for locking up? When the Fulfillment Coordinator knows he will be off on a given afternoon or day, whom does he notify? We need two other people in this line of communication because multiple staff members are often not in the building. General instructions should be sent to the entire staff. They should include the issue of key volunteers being able to remain in the building after all staff has gone home.
8. The rear door's key is in the Executive Director's office and in the Manager of Finance and Operations' office. What is the protocol if the Fulfillment Coordinator finds the rear door unlocked and both offices with a key are locked?

Low Priority Issues

1. There is a frayed wire sticking out of the ground in between the parking lot and the blue stone walkway. It is unsightly.
2. The tool room door handle collects cob webs. These should be removed regularly.
3. Pasquale Marcotulio said the two AC filters in the geothermal room are different sizes. One is 16 x 20 and the other 16 x 18. This should be recorded some place along with a brand and model number. He needed a spotter when he climbed up the ladder to change them.
4. The deck doors, the front doors, and the historic doors are, to be frank, fairly flimsy. We need a solution that is both secure and preserves the rustic appearance of the building. Our members and visitors will not enjoy seeing any gates, fences or unsightly cameras or alarms.
5. We have a regular visitor who does not present himself in a normal fashion. He has said he wants to change his clothes on several occasions, and does not seem to understand that we are not a changing station. The last two visits he just filled up his water bottle. While there seems to be no problem now, this highlights the need for protocols for the general situation of unwanted or unruly visitors. Store personnel need instructions for contacting the Executive Director right away if a situation arises. A second and third contact is also necessary because The Executive Director may not be in his office.
6. Plant growth through trex steps on deck and through gravel needs cutting – ask store volunteer to remove?
7. Between some stones near front door are spaces – this looks unsightly. Other spaces are filled in with crushed stone.
8. Find out schedule for watering of trees
9. Motion light in Sales Office times out too quickly