



SAFETY & SECURITY COMMITTEE MINUTES

February 4, 2009

A meeting of the Safety & Security Committee was held on *Wednesday, February 4, 2009, at 2:00 p.m.*, in RS-5.

Call to Order

Kelley Hudson-MacIsaac called the meeting to order at 2:00 p.m.

Roll Call

Members Present Debbie Allen, Theo Brockett, Mike Ellis, Michael Finton, Bruce Fried, Kelley Hudson-MacIsaac, Ken Jay, Pam Keinath, Sue Mayfield (designated representative for Jayne Conway), Martha Ruiz-Alvarez, Donna Renner, Dolores Silva and Cynthia Torgison

Members Absent: Jayne Conway, Tony Cruz, Tom Medel and Lucy Nelson

Ex-Officio Members Present: John Emerson and Katherine Gannett

Guests: Chris Feddersohn and Vic So'oto (for Cruz)

A. Minutes – December 3, 2008
MSC Ellis/Jay none opposed

Minutes are posted on the Palomar College web page as follows:
<http://www.palomar.edu/committees/safety>.

Kelley moved to suspend the agenda to address Agenda Item D.4. – Small Accidents. Motion carried.

D. First Reading

4. Small Accidents

Chris Feddersohn, Trade & Industry/Woodworking, spoke about the Woodworking Program which oversees at least 100 students nightly, Monday-Friday. When an injury occurs during the evening classes there are no nurses-on-duty at Student Health Services.

Chris shared that recently one of their student's had an accident that required 12 stitches which didn't require transportation by ambulance through 9-1-1. The student lives in Temecula so Chris took it upon himself to drive the student to the hospital where his wife picked him up. Chris indicated that his Dean, Wilma Owens, and the Instruction Office Vice-President, Berta Cuaron, commended Chris for his actions.

Chris asked if it is the Instructor's responsibility to cancel their class when a student obtains an injury and is it the Instructor's, or Student Aide's, duty to take the injured student to the Hospital for treatment.

Kelley replied that this issue has come up before. District Instructors and Employees are taking on a huge personal liability risk by transporting students with injuries. In the event of an injury, Campus Police should be contacted immediately as first responders. Michael Finton and Bruce Fried also recommended that 9-1-1 be called for all injuries as the Fire Department fills out paperwork for all calls.

Vic shared that Campus Police only transports persons to jail and/or the hospital for psychological holds. Sue shared that she would provide Chris with a listing of urgent care facilities within the District.

On another note, Chris inquired about the possibility of installing an AED at their location. He conducted research and found that Costco sells them for \$1100. Kelley replied that Jayne Conway is in charge of the AED Program and directed Chris to contact her regarding his request. AED training is provided twice a year through the Professional Development Office and costs \$20/person.

Chris also reported that each student that enrolls in the Woodworking Program must fill out a form indicating what type of medication the student may be on. Committee members were very concerned regarding this process as it is a violation of the HIPAA Privacy Rules Act.¹

Kelley responded that it is better to have a "Don't Ask – Don't Know" approach.

Resume agenda

B. Discussion / Information Items

1. Workers Comp

Kelley reported, on behalf of Lucy Nelson, that in January 2009, five (5) claims were processed two of which were Facilities employees and two were First Aid.

2. Campus Police

Vic So'oto reported that during the month of January 2009, the following incidents occurred:

16	Graffiti's	1	Property Theft
1	Vehicle/Malicious Mischief	1	Stolen Vehicle
4	Petty Thefts	2	Stored/Towed Vehicles
1	Drug Offense	1	Alcohol Offense
4	Student Code Violations	8	Medical Assists
7	Lost District Keys	3	Traffic Accidents
1	Locker Burglary	3	Information Requests Only
1	Stalking/Harassing	1	Found Property

¹ The Office for Civil Rights enforces the HIPAA Privacy Rule, which protects the privacy of individually identifiable health information, and the confidentiality provisions of the Patient Safety Act, which protects identifiable information being used to analyze patient safety events and improve patient safety. The Privacy Rules provides federal protections for personal health information held by covered entities and gives patients an array of rights with respect to that information. At the same time, the Privacy Rule is balanced so that it permits the disclosure of personal health information needed for patient care and other important purposes.

3. **Risk Management**

No report.

4. **Health Services**

Sue read the Emergency Response and Advanced First Aid Summary Reports for December 2008 and January 2009.

Summary reports are posted on the Palomar College web page as follows:
<http://www.palomar.edu/committees/safety>

5. **ASG**

No report.

6. **Environmental Health & Safety**

John reported on the following activity that occurred during December 2008/January 2009:

- Installed 13 ergonomic keyboards.
- Provided two (2) Microsoft ergonomic contoured keyboards
- Provided four (4) workstation evaluations
- Oversaw Lab Pack Pickup
- Met with Talkaphone Working Group

C. **Action Item/Second Reading**

1. NONE

D. **First Reading**

1. **Skateboarders Popularity Increasing Campus-Wide (Cruz)**

This item has been postponed until the March 4, 2009 Safety & Security meeting.

2. **Campus Payphones (Jay)**

Ken reported that since our last meeting in December, the District's payphone vendor has contacted him again regarding the remaining ten payphones (although two of the payphones belong to the North County Transit District) left on the San Marcos Campus and the Escondido Center. In order for the payphones to stay on campus, the vendor wants to charge the District \$8,000 year plus he will keep all the revenues generated by these phones. Vendor is recommending that the payphones stay on campus because it is a security issue (free to dial 9-1-1) to remove them even though the payphone industry is slowly dying and may not be around in three years time.

Donna reported that she emailed CAST (Confidential & Supervisory Group) members who recommended the removal of the payphones.

Sue reported that her group also recommended the removal of the payphones

Martha reported that ASG had no response at this time.

Mike recommended that the District purchase their own phones and place them in high-end areas like DSPS, the Student Union Building Complex and the Tennis Courts.

3. **Emergency Lighting (Emerson)**

John reported that a instructor expressed concern about the lack of emergency lighting around the D-Building Complex and Parking Lot 1 during the January 26th city-wide power outage (power was off for twenty-minutes).

Mike reported that there are plans to add emergency lighting to all campus classrooms but at present there are no funds available.

Mike reported that there is a code requirement to provide emergency lighting (exterior and interior) to all upcoming new buildings.

Kelley reported that the Talkaphones have emergency lighting.

E. **Discussion/Other Items**

1. **Construction Update**

a. **Multi-disciplinary Building (MIB)**

Kelley reported that the rock blasting in the new MIB Construction site on Friday, January 30th, went very well.

Kelley also reported that construction materials will soon be arriving on-site and in order to provide a safer environment for pedestrians and traffic, C.W. Driver has provided the District with a traffic control plan for the MIB and Building S construction zones.

Pedestrians will be directed to cross Comet Circle at both the north and south sides of the Construction zone and walk along the sidewalk located in Parking Lot 12 and within a 4' path created using traffic barrels at the south end of the construction area.

F. **Safety Concerns**

1. **Threatening Situations**

Cindy reported that one of the Math Department Instructor's reported that a student in her class has threatened her, yelled and screamed and has generally acted in a very frightening manner. Instructor has not received any help from the Office of Students Affairs. Instructor wants to know what she should do.

Ken replied that the Instructor should contact Campus Police immediately.

2. **Library to F-Building Crosswalk**

Katherine reported that vehicles driving on the perimeter road between the Library and the F-Buildings do not stop for pedestrians. Katherine wanted to know if it would be possible to install a stop sign in that area.

Kelley will talk with Tony Cruz regarding Katherine's concerns.

G. **Adjournment**

There being no further business, the meeting was adjourned at 3:18 p.m.

Reminder: Next meeting is scheduled for
Wednesday, April 1, 2009, 2 p.m., Room RS-5