



SAFETY & SECURITY COMMITTEE MINUTES

February 4, 2015

A regular meeting of the Palomar College Safety & Security Committee scheduled for *Wednesday, February 4, 2015* was held in RS-5. Derrick Johnson called the meeting to order at 1:00 p.m.

ROLL CALL

Present: Barnaba, Conway, DiMaggio, Dryden, Filice, Finton, Johnson, Keinath, Lofthouse, Medel, Miller, Nebelsick-Tagg, Sterling, Wick
Absent: Dimmick, Hornsby, Kinsinger, Silva
Ex-Officios Absent: Nelson
Guests: Boguta-Reeve, De La Torre
Recorders: Donna Renner and Yolande Berg

A. MINUTES

I. Approval of Minutes of April 2, 2014, May 7, 2014, September 3, 2014, October 1, 2014 and December 3, 2014

The meeting minutes of May 7, 2014 will be pending until the next Safety & Security Committee meeting on March 4, 2015.

Minutes will be posted on the Palomar Webpage as follows:

<http://www.palomar.edu/committees/safety>

B. DISCUSSION/INFORMATION ITEMS

I. Workers Comp

Victoria De La Torre, reporting on Lucy Nelson's behalf, provided the following information for the month of January 2014:

Five (5) Incidents

- Three first aid incidents
- One incident was from the Facilities Department
- One trip and fall
- Two non-industrial
- One medical incident

2. Campus Police

Mark DiMaggio reported that the Cleary Act has current updates that are required. Karen Boguta-Reeve stated things will change with regard to violence against women, the procedure for reporting it, evacuations, new HR requirements and education. Resources will be extended to staff and community. The committee will be updated as changes occur.

3. Risk Management

Chris Wick reported the following information:

- One lawsuit

4. Health Services

Jane Conway reported the following information:

- 10 urgent care injuries
- 114 basic first aid by walk-in
- 4 medical injuries
- 4 mental health matters
- Several asthma attacks, bee stings and chest pain reports

There have been no reports of measles. The college does not offer the vaccine but does encourage vaccination. There is currently no pre-matriculation requirement for community colleges and universities.

The City of San Marcos is no longer allowing e-cigarettes (now called electronic smoking devices) in any place that smoking is not allowed. The Policies and Procedures Committee is considering the same recommendation and are discussing the pros and cons of enforcement.

5. ASG

There was no report. Derrick Johnson recommends changing meeting time for Safety and Security meeting.

6. Environmental Health & Safety Office-Derrick Johnson

Derrick reported on the following information:

- a) The EOP Project Management team met last week to discuss the 2015 training calendar. It was decided that some of the upcoming Emergency Response Trainings (ERT) may be moved to later dates in the year due to the change of staff with many people retiring and new employees that may be taking over in these roles.
- b) The last ERT training for the fiscal year for CPR/AED/First Aid was held on January 30, 2015. There were 18 attendees. More classes will be planned for the new fiscal year.
- c) EH&S will be working with Karen Boguta-Reeve to evaluate protocols for emergency plans at satellite sites.
- d) EH&S is having forklift and boom/aerial lift training this month for the Facilities, Performing Arts, and Trade and Industry departments. 29 people attended forklift training in January.
- e) A class has been set up for "Training the trainer" in April for the Performing Arts and Trade and Industry departments, who have students working on the aerial (scissor) lift as part of their coursework. This enables the students to operate the lifts via training from the instructors.
- f) Escondido campus will have their ERT table top training on February 12, 2015
- g) The chemical hygiene plan is complete and it is awaiting President Deegan's signature.
- h) The EOP was approved and is pre-dated for adoption on February 11, 2015, the day after the board meeting is held.

C. Action Item/Second Reading

- I. There was no report.

D. First Reading

I. Ruth Barnaba from the Star Tutoring Center is requesting cameras on a separate network be placed at the reception desk facing out towards the door to increase security. Chris Miller recommends linking it to our current network since it is paid for and we are using it in the parking lots. Chief DiMaggio is in agreement as it would help campus police identify individuals. Lisa Felice asked if CAST could provide feedback. Derrick Johnson would like to see a plan prior to approving. It was decided to keep it as a first reading for next meeting.

E. Discussion/Other Items**1. Classroom and lab locking hardware:**

Chris Miller will be rolling out new door hardware in classrooms and labs for lockdown purposes. People will be able to get out, but not in the rooms during an emergency lockdown. Derrick and Chris also discussed options for equipping the Escondido CDC.

2. Introduction of Yolande Berg:

Donna reported that Yolande was hired as an hourly assistant for Derrick Johnson and she will assume the role of recorder for the meeting minutes.

F. Safety Concerns

1. Jayne: There are potholes by the fitness center. Chris confirmed they are in the process of being repaired.
2. Marilee: Concerned about students wearing headphones or texting when walking through parking lot. Chief DiMaggio will send out a campus-wide safety tip via email.
3. Dan: When driving through lot 9 there are a few blind corners past the contractor's trailer that are hazardous. Derrick will come up with signage or a speed bump in that area until the parking lot is rebuilt, which Chris noted will not be rebuilt for a few years.
4. Lisa expressed concern about the governing board room back door that goes through the Counseling Department because of a recent domestic violence incident. Chris (Miller) and Chief DiMaggio will assess the area for safety.
5. Connie had campus police explain what to do in a possible active shooter situation. She would like a more formal approach to this problem on campus. Derrick will send Building Emergency Plan (BEP) template to assist her with starting a process for her building.
6. Derrick: The Art department has a kiln that facilities department inspected. They will write a recommendation to shut it down until it can be repaired or replaced. An outside professional will inspect it on February 6th. The final decision will be made at the VP level of the art department. Another concern is accessing the kiln areas when the department is closed (4:30 p.m. to 7:00 a.m.) by people climbing over the fence.
7. Derrick met with the faculty-senate regarding replacing old CISCO phones in newer conference rooms as well installing them in older buildings that do not have them. A high priority work order has been generated with the IS department, who will be installing them in all conference rooms that do not currently have them.
8. Jayne reported a concern about skateboards on the campus and the handrails. Chris Wick recommends posting information with skateboarding safety tips via regular campus-wide emails from campus police to decrease the possibility for liability. Chief DiMaggio agreed to that process.

G. Adjournment

The meeting adjourned at 2:30 p.m.

Reminder: Next meeting is scheduled for Wednesday, March 4, 2015, 1 p.m. , Room RS-5
