



SAFETY & SECURITY COMMITTEE MINUTES

March 2, 2005

A meeting of the Safety & Security Committee was held on *Wednesday, March 2, 2005, at 2:00 p.m.*, in RS-5.

Call to Order

Kelley Hudson-MacIsaac called the meeting to order at 2:03 p.m.

Roll Call

Members Present Norma Bean, Tony Cruz, Mike Ellis, Michael Finton, Nancy Horio, Kelley Hudson-MacIsaac, Ken Jay, Pam Keinath, Karen Mifflin, Donna Renner, and Don Thompson

Members Absent: Paul Charas, Jayne Conway, Eric Duvall, Brian Engleman, Katherine Gannett and Dolores Silva

Ex-Officio Members Absent: Lucy Nelson and Pam Webb

A. Minutes – February 2, 2005

MSC Ellis/Cruz None opposed.

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

B. Unfinished Business – Second Reading

There were none.

Kelley briefly shared that President Deegan had planned on attending today's meeting but had to cancel at the last minute due to an emergency. He will attend our next meeting on Wednesday, April 6, 2005.

C. Reports

1. Campus Police – Tony Cruz

Tony reported on the following that occurred during the month of February:

- Two traffic accidents occurred in the parking lots (one vehicle hit the parking lot ticket machine; no damage to machine).
- Campus Police reported that there have several incidents of graffiti (S-Building)
- There have been two vehicle vandalisms.
- There was one incident of drunknesses in public at the Escondido Center; individual was arrested.
- There have been three violations of the Student Code of Conduct; individuals were reported to Student Affairs Office (Bruce Bishop).
- Two vehicles were stolen from Lot 15; one of which was recovered in Lot 12.
- Campus Police responded to two medical assists.
- There was one Hit-and-Run in Lot 5. Student hit another vehicle – officer responded (on foot) and was in the process of taking report when student abruptly drove away – officer was able to obtain the vehicle license and Campus Police was able to run the individuals address and phone number. Campus Police made contact with student who was charged with a misdemeanor.

- Campus Police is investigating one incident of battery involving a Football player.
- Campus Police is investigating one incident of disturbance of the peace involving the spouse of a faculty member (history of domestic violence).
- Campus Police is investigating one incident of a hate crime made by a student toward a Faculty member – faculty member is now afraid to teach. Incident has been reported to the Office of Student Affairs (Bruce Bishop).

Kelley inquired as to how many vehicles have been stolen from our parking lots this year. Tony replied: four vehicles. Tony indicated that quite a few teenagers are dropped off at our Transit Center and as a result may be contributing to our stolen vehicle problem (joy-riding).

Tony stated that Campus Police have been told not to be as aggressive while patrolling the perimeters of our campus. Campus Police is working on being more visible on campus.

Pam reported that each time the Escondido Center Child Care Center has received graffiti it has been reported directly to the Escondido Police Department. Tony stated that all incidents of graffiti should be reported to Campus Police.

2. **Risk Management – Ken Jay**

Ken reported that the District has one claim pending (bleachers) and it is proceeding to trial. Attorney for the plaintiff will be summoning the Architect and the bleacher installation Contractor. Ken expects our insurance to spike as a result. Last year, the District saw a \$50,000 increase in costs.

3. **Workers Compensation – Nancy Horio**

Lucy reported two claims were received in February 2005; one claim involved a Facilities employee stepping on a nail and the other claim involved back strain as a result of excess driving (to teach).

Nancy also reported that Keenan & Associates is working with Human Resources personnel on issues dealing with an effective first aid program separate from Workers' Compensation.

4. **Health Services**

There was none to report.

5. **ASG**

There was none to report.

6. **Environmental Health & Safety – Kelley Hudson-MacIsaac**

Kelley gave a brief update, to the committee, on the Environmental Health & Safety report for February 2005:

- One workstation modification request was completed or in progress
- Kelley attended a workshop on Emergency Preparedness at the Escondido Library and she was able to link up the Escondido Fire Department to discuss emergency response/preparedness
- Kelley will be presenting a "Disaster Preparedness" workshop at the March 23rd Classified Staff Development Day
- Kelley has met with Sgt. Wilson of the San Marcos Sheriff's Department who developed the evacuation plan for the City of San Marcos. It is the District's hope that we can coordinate our emergency plan with the City's evacuation plan. Kelley will be meeting with President Deegan regarding this issue on Friday, March 4th and has already met with the Working Group.

- Kelley reported that the annual inspections went very well. Don and the Inspector were completely finished by 2pm on Friday, February 25th. The District was cited for incomplete hazardous waste labels, many were missing the start date information.

Kelley distributed copies of the Quarterly Reports on Staff Incidents (which includes student workers) and the Quarterly Reports on Student Incidents. The summary outlined the following:

Quarterly Report on Student Incidents - Number of Incidents

Department	July-Sept 2004	Oct-Dec 2004	Jan-March 2005	April-June 2005	Total
PE	6	11			17
Parking Lots	6	2	5		13
Outside (other than parking lots)	6	5	2		13
Welding	3	1			4
Art	3	6	3		12
Child Care Center	3	1			4
College for Kids Program	2				2
Math	3		1		4
Life Sciences	2	2	3		7
Cabinet & Furniture Technology	1	2			3
Student Union	1				1
Business Education	1				1
Auto Shop	1	1	1		3
Performing Arts – Dance	1	4	1		6
Performing Arts – Theatre	1	1			2
Cheerleading		2			2
Nursing Education			2		2
Snack Shack		2			2
Earth Sciences		1	1		2
Physics & Engineering		1	1		2
ASL			1		1
Escondido Center			2		2
Design & Consumer Education (Fashion)			1		1

Types of Injuries

Types of Injuries	July-Sept 2004	Oct-Dec 2004	Jan-March 2005	April-June 2005	Total
Cut	13	14	2		29
Burns	3	1	4		8
Fall (walking, running)	4	2	4		10
Fall (sitting)	2				2
Insect Bite	6				6
Hives	1	1			2
Physical Activity	10	10	1		21
Bumped into Something	1	1	1		3
Twisted Ankle	1				1
Bruise	1				1
Foreign Object/Splinter	0	1			1
Violence		3			
Needle-stick		2			2
Allergic reaction			3		3
Slammed door			2		2
Fainted			1		1

- Forklift training was provided on Friday, February 4, 2005.
- Brian Wong, Keenan & Associates, provided PIPS training (safety) to the Facilities Departments (Building Services, Custodial Services and Grounds Services). Training was provided in "Back Safety," "Team lifting," and Vacuuming Properly."

7. **Vehicle Safety Program**

Kelley reported that according to Brian Wong, Keenan & Associates does not currently provide a program on vehicle safety. Kelley will check with the Pacific Safety Council and she directed Ken Jay and Donna Renner to conduct research on this issue in order to establish policy and procedures by the fall of 2005.

D. **New Business – First Reading**

1. **Safety Projects for Funding Request**

Kelley reported that the prioritization for the one-time funds (being allocated via the planning councils) is as follows:

- a) Priority 1: AEDs (Automatic External Defibrillators)
- b) Priority 2: Replace asphalt walkway at Parking Lot 2
- c) Priority 3: Baseball Field Safety Netting
- d) Priority 4: Emergency Response Equipment (traffic evacuation, building coordinators and radio monitors)
- e) Priority 5: Uneven sidewalk repair/replacement
- f) Priority 6: Blue Light Emergency Telephones
- g) Priority 7: Lighting Upgrade at Parking Lot 12

It was the consensus of the committee to move this item to action.

MSC Jay/Ellis None opposed

2. **Sheriff's Department Recommendation**

Sgt. Wilson of the San Marcos Sheriff's Department made the following recommendations:

- Roof-top building identification to assist in Helicopter Response; as we re-roof buildings we are complying with this request.

Kelley reported that next month (April) is Emergency Awareness Month. In the past, her office has:

- Awarded presents to the first employees who evacuated to their correct evacuation site.
- Asked employees to assistant "Paul Omar" to find his way home.
- Conducted brown-bag lunches.
- Conducted the first-ever fire alarm system testing (perhaps we should consider perform this test each year during the month of April).

Environmental Health & Safety Office will be preparing an Emergency Response Calendar.

E. **Safety Concerns**

1. **San Marcos Campus – Bicycle Concern**

Ken reported that he has noticed a large number of students (Palomar College and San Marcos Middle School) riding bicycles on the campus walkways.

2. Parking Lot/Roadway Potholes & Sinkholes

Mike reported that due to the rain and the artesian well under the asphalt, the college campus is experiencing a rash of potholes/sinkholes:

- Pothole on Comet Circle @ Theatre
- Sinkhole @ Parking Lot 3
- Sinkhole @ Parking Lot 9
- Sinkhole @ Parking Lot 12

The Facilities Department only has one employee that oversees the Parking Lots and no monies to fix said problems.

3. No Smoking Issues at Escondido Center

Norma reported that the "no smoking" issues at the Escondido Center have not yet been resolved. Kelley recommended that Norma contact Jayne Conway/Health Services.

4. Fire Extinguishers

Karen reported that she has noticed several fire extinguishers out of their brackets laying on the floor in several classrooms in the E Building. Karen will email Kelley the locations so that a work ticket can be issued to repair the brackets.

5. Dead Tree at Child Care Center Building 3

Karen reported that there is a dead tree located near Child Care Center Building 3. Pam responded that Grounds Services is aware of concern.

6. Skateboards at Escondido Center

Michael reported that he has seen numerous students riding skateboards around the Escondido Center Campus. Tony informed committee members that Campus Police should be called.

7. Campus Police Concerns

Tony reported the following concerns:

- Ticket machine sinking in Parking Lot 9C
- Sinkhole in Parking Lot 14
- Comet Circle at Parking Lot 12 – there have been several near-collisions whereas drivers were turning left/right at same time and didn't see each other because bushes obstructing their vision (bring back as an action item)

8. Comet Circle at Facilities Yard Stop Sign

Don reported that on numerous occasions, he has witnessed Facilities employees running through the stop sign with their maintenance carts.

H. Adjournment

There being no further business, the meeting was adjourned at 2:55 p.m.

Reminder: Next meeting scheduled for
Wednesday, April 6, 2005, 2 p.m., Room RS-5