



SAFETY & SECURITY COMMITTEE MINUTES

March 4, 2009

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

Call to Order

Kelley Hudson-MacIsaac called the meeting to order at 2:02 p.m.

Roll Call

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

Members Absent: Debbie Allen, Jayne Conway, Dolores Silva and Cynthia Torgison

Ex-Officio Members Present: John Emerson and Katherine Gannett

Guests: Armando Telles

A. Minutes – February 4, 2009

MSC Ellis/Jay none opposed

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

B. Discussion/Information Items

1. Workers Comp

Lucy reported that in February 2009, five (5) claims were processed two of which were Facilities employees and three were First Aid (vocational programs)

2. Campus Police

Tony reported that during the month of February 2009, the following incidents occurred:

19	Graffiti's	1	Identify Theft
1	Vehicle Burglary	1	Claimed Property
5	Petty Thefts	1	Vandalism
2	Drug Offense	1	Alcohol Offense
3	Student Code Violations	8	Medical Assists
0	Lost District Keys	1	Bad Check (Bkst)
1	Sexual Battery	1	Arrest Warrant
1	Suicide Attempt (off-site-Temecula)		

3. **Risk Management**

No report.

4. **Health Services**

Sue read the Emergency Response and Advanced First Aid Summary Report for February 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 February 2009:

- Installed four (4) ergonomics
- Installed one (1) safety rail near GJ/NS Buildings
- Attended training on Confined Space, Emergency Notification and Respiratory Program Administrator Training

C. **Action Item/Second Reading**

1. NONE

D. **First Reading**

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

Tony distributed a draft handout outlining an Administrative Procedure (number to be assigned regarding “roller devices” which means roller skates, roller blades, skateboards, coasters, toy vehicles, or any similar device upon which a person may be propelled.

The “Administrative Procedure” is recommending the following guidelines:

Students

First Contact:	warning with a field interview form completed
Second Contact:	referral to the Office of Student Affairs
Third Contact:	citation issued

Non-Students

First Contact:	warning with a field interview form completed
Second Contact:	citation issued

At any time regardless of the number of times the subject has been contacted, officers may cite the subject depending on the severity of the violation.

Tony referenced the City of San Marcos' Municipal Code 12.24.020 – Certain Uses of Coasters, Roller Skates and Similar Devices¹

¹ (a) For the purpose of applying this section, the term “roller device” shall mean roller skates, roller blades, skateboards, coasters, toy vehicles or any similar device upon which a person may be propelled.

(b) No person shall use a roller device upon any public street, parking lot, parking structure, sidewalk or walkway in any business district in the City of San Marcos.

(c) No person shall use a roller device upon any public street, parking lot, parking structure, sidewalk or walkway in any district in the City of San Marcos in such a manner as to interfere with the lawful use thereof by motor vehicles or pedestrians.

The committee recommended that when this administrative procedure has been brought through the governance structure and has been approved, at that time Campus Police should notify the campus community through emails, the "Two Minutes of News", and the Telescope.

Martha shared that the Student Handbook² prohibits the use of skateboards on campus.

2. **Designated Smoking Areas/Hudson-MacIsaac**

Kelley reported that the Environmental Health & Safety Office has received numerous complaints, from the Child Development Center's employees, regarding the T-Building's Designated Smoking Area. The cigarette smoke has been blowing directly into the Child Development's Center's playgrounds.

ACTION Motion to move agenda item to action
MSC Brockett/Jay none opposed

ACTION Motion to move Item D.2 to second reading

To accept the removal of the T-Building Designated Smoking Area as the request was identified as a safety hazard.

MSC Fried/Jay none opposed

Donna will email the T-Building employees regarding the Safety & Security Committee's decision. John will remove the signage.

Guest, Armando Telles, reported that the students, who attend the California English School, are constantly walking over from their facility to observe the children playing at the Child Development Center while smoking their cigarettes. He asked, the Safety & Security Committee, what could be done to alleviate this situation. It was recommended that Armando contact Teri Safranek whose department, Workforce & Community Development, oversees the California English School.

3. **T-Building Curb Cut/Emerson**

John reported that the T-Building staff had contacted the Environmental Health & Safety Office regarding a pathway they utilize between LOT 12 and the T-Building. From LOT 12 an existing curb cut on the concrete pathway already exists so that students and staff can transport materials from their vehicles to the T-Building; however on the T-Building side, no curb cut exists and it is difficult for students and staff to transport their materials down from the curb.

(d) No person shall use a roller device upon any street, parking lot, parking structure, sidewalk or walkway which is open to the public for commercial purposes, provided that such street, parking lot, parking structure, sidewalk or walkway shall be posted by the owner thereof indicating that such use is prohibited pursuant to this section.

(e) No person shall use a roller device upon or within any drainage channel, ditch, culvert or other improved storm water control system which is either:

(1) Situated within a public right of way or is owned and controlled by a public entity; or is

(2) Situated upon private property which is posted by the owner thereof indicating that such use is prohibited pursuant to this section.

(f) Any person whose conduct is alleged to be in violation of this section shall be cited for an infraction pursuant to the terms of Section 1.12.010 of this code (Ord. No 93-950, 8-25-93).

² <http://www.palomar.edu/studentactivities/guidebook2009.pdf>

Mike shared that besides the curb cut, the college may be required, by the Americans with Disabilities Act (ACT), to install truncated domes for persons with limited or no vision.³ The truncated domes are very expensive. Kelley will contact Ron Haines, Director, DRC, regarding the T-Building employees' inquiry.

4. **Blue Phones Relocation /Hudson-MacIsaac/Emerson**

Kelley reported that Information Services is updating the current blue phones to Voice-Over IP phones and John has been assigned the task of ensuring that the current phones locations are accessible.

John reported that only one location near the N-Building is currently inaccessible and it will be corrected prior to the phones being upgraded.

E. **Discussion/Other Items**

1. **Construction Update**

a. **Multi-disciplinary Building (MIB) /Building S (Health Sciences)**

Kelley reports that the pads have almost been completed at both sites. The next step is to install the underground utilities.

The S-Building Replacement Project bid will be closing today at 2:00 p.m.

b. **IT Building**

The IT Building is currently in review at DSA (Division of the State Architect).

F. **Safety Concerns**

1. **Escondido Center /Lack of CP Coverage /Designated Smoking Areas/Brockett**

Theo reported that the Escondido Center employees continuously feel unsafe due to the lack of a full-time Campus Police Officer at their location. Recent events included a man harassing women and windows being shot out. Community Services Officers are taught not to intervene but to observe and report only.

Theo also stated that the Escondido Center does not have a designated smoking area; however Mike Ellis replied that there are two Designated Smoking Areas at their location – one in the Alleyway and one at the old 5-Star Market location.

2. **Escondido Center /Main Entrance/Gannett**

Katherine reported that the ADA ramp that are utilized by wheelchair bound individuals to access the main entrance at the Escondido Center, is deteriorating underneath. Theo Brockett will process a Facilities Work Request form to have this repair scheduled.

3. **Vehicles & Wireless Communications Devices/Cruz**

Tony reported that a Palomar College employee recently complained to him regarding the \$400 ticket she had to pay for driving while talking on her cell phone. It turns out the employee disregarded the original ticket of \$20 thus the penalty was elevated to \$400.

³ The guidelines define a detectable warning as "a standardized surface feature built-in or applied to walking surfaces or other elements to warn visually impaired people of hazards on a circulation path." Detectable warnings are texturally unique and standardized features intended to function much like stop signs. The warning alters visually impaired pedestrians' to the presence of hazards in the line of travel, indicating that they should stop and determine the nature of the hazard before proceeding further.

On another note, Tony reported that he recently stopped a DRC employee driving a golf cart while smoking and holding a young child in their lap.

4. **Unsafe Driving Across Parking Lot 1/Medel**

Tom reported that he constantly views drivers cutting across the parking lots during the morning and evening hours and several times these drivers have come close to hitting pedestrians and/or vehicles.

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