



SAFETY & SECURITY COMMITTEE MINUTES

March 4, 2015

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

ROLL CALL

Present: Conway, DiMaggio, Dimmick, Dryden, Finton, Hornsby, Johnson, Keinath, Lofthouse, Miller, Nebelsick-Tagg, Nelson, Silva, Sterling, Wick
Absent: Filice, Kinsinger, Medel, Renner,
Ex-Officios: Nelson
Guests: Boguta-Reeve, Maines
Recorder: Yolande Berg

A. MINUTES

I. Approval of Minutes of February 4, 2015

The meeting minutes of May 7, 2014 will be pending until the next Safety & Security Committee meeting on April 1, 2015.

Carl requests that item 3 of the February meeting under "Safety Concerns" be corrected from the name Carl to the name Dan as the person who reported that item.

The minutes are approved as corrected.

Minutes will be posted on the Palomar Webpage as follows:

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

B. DISCUSSION/INFORMATION ITEMS

I. Workers Comp

Lucy Nelson provided the following information for the month of February 2015:

Three (3) Incidents

- Two were first aid
- Two were slip/trip/fall
- None were from facilities

2. Campus Police

Mark DiMaggio reported that the department is creating a VAWA group (also known as Violence against Women Act). The group is working with the counseling department to become advocates for students, faculty and staff to assist with referral services.

Mark proposed forming a sub-group to assist with checking for safety improvements like signage, safety apparatus, lighting and other concerns. This could be done on a quarterly basis, addressing one building or area. Derrick reported that EH&S has an inspection procedure in place. EH&S also has as an annual inspection audit from Keenan, an outside vendor. He sees the added benefit of an additional group in-between the other inspections.

Mark introduced Sergeant Michael Maines, who moved here from Las Vegas.

Karen Boguta-Reeve reported that some of the Emergency Procedure Guides may be old. Derrick clarified that the new ones have a revision date on the back of them if anyone needs replacements.

3. **Risk Management**

Chris Wick reported the following information:

- One Vehicle accident
- Twelve Medical injuries
- One possible laptop computer breach

4. **Health Services**

Jane Conway reported the following information:

- a) There have been no active measles cases. The county recommends that any employees that work in a health setting show proof of immunization or have a titer. There is currently no matriculation requirement for vaccines at community colleges, but there is for state and UC colleges.
- b) This month is alcohol awareness month. On March 10, 2015, there will be a booth on campus. Campus police, ASG, counseling staff and the women's resource center will be assisting students at the booth. DUI goggles will be available for the students to test themselves.
- c) Health Services has enough PPD solution available for TB screening tests for employees who need it. Lucy has assisted Jane with identifying those staff members who need to update their screening.

5. **ASG**

No representation.

6. **Environmental Health & Safety Office-Derrick Johnson**

Derrick reported on the following information:

- a) The EH&S tech is doing a site assessment of our storm water drains. The regional water quality control board will send out a report in June or July that will require Palomar to comply with the MS4 permit. We will have five years to comply and will need to meet annual improvement requirements prior to the final date.
- b) The committee is being given copies of the Emergency Operations Plan (EOP) today. It was approved by the governing board in February and is posted on the Palomar College webpage under the EH&S tab. Now that the EOP is complete, the Emergency Preparedness Plan working group should be expanded. Some departments that should be included are campus police, fire, and the internet services department. Derrick requests those who are interested to contact him.
- c) A few weeks ago, we had some negative PR for mismanagement of universal waste. Someone from the campus newspaper took pictures of old district computers that had been discarded and stored onsite. These pictures were sent to and printed by the Union Tribune newspaper, who called the San Diego County Department of Environmental Health (DEH). The mess was removed, and Palomar College received two non-monetary violations from the DEH. Our EH&S department worked with our warehouse to rectify the situation and develop a new system for proper disposal of the waste. A designated staging area with appropriate labeling and packing was set up in the warehouse for proper universal waste management.
- d) The Health Services department had a contractor working nearby that was using a generator which had its exhaust pointing into the HVAC unit of the building. Due to air quality concerns, the occupants of the building had to evacuate. Chris met with contractors and the facilities department to discuss compliance of campus regulations and to ensure that the Palomar College employees with the appropriate authority made decisions in relation to safety situations. All the filters have been

replaced in the HVAC area of the health services building and detectors have been installed inside the building to monitor the air quality levels.

C. Action Item/Second Reading

- I. There was no report.

D. First Reading/ Video Camera in Tutoring STAR Center/Barnaba-Kahn

- I. No representation

E. Discussion/Other Items

- I. See item "C" under Environmental Health and Safety section 6

F. Safety Concerns

1. Chris Wick mentioned that the non-electric glass doors by the cashier's office do not close all the way. Chris Miller will request an MRT to have them repaired.
2. Jayne mentioned that the electronic smoking devices policy has been tabled at the last Policies and Procedures Committee meeting by the members until input is from the attorney is obtained and reviewed. She would like "No smoking" signs in the new area outside of the health services building. Chris reported that a similar request came from the Performing Arts area and it was approved by the facilities review committee. He recommends that the same procedure be followed to obtain the signage she is requesting.
3. Carl is concerned about the fire academy being in classrooms when the burn room is in operation. The intakes from the burn room are downwind and the smoke goes into the classrooms. The fire apparatus also parks close by the building, which emits exhaust that enters the building. Derrick stated that it would be good to move the classes onto the main campus on the days that the burn room is operating. Chris and Derrick met with the cities facilities department and discussed the HVAC issues in that building. It is unclear if the HVAC concerns related to this issue can be repaired. Derrick will forward this issue to the city liaison to resolve this problem.
4. Lisa is concerned about students walking in the construction area near the health services building when construction vehicles are present. Derrick stated that the facilities managers are working to implement spotters when the vehicles are in operation.
5. Derrick noted that the "A" building requested that EH&S install an AED unit in the building area. It has been shipped and should arrive within four to six weeks. Karen requested an additional AED for the campus police building area.
6. Derrick had a concern brought up to him that some conference rooms in older buildings do not have phones in them. He would like to work with IS to identify areas that need phones as a part of infrastructure improvement of the classrooms. Mike believes the purchase of the phones should go through Ron Perez if it is a safety and security concern.
7. Dolores Silva stated that the accreditation team was here and there was no phone for them to use in a vacant office in the MD building. Mike requested that she contact the IS help desk to have one installed.
8. Pam stated that her phone was not working during the last power outage. Mike sent a list of all phones that require batteries throughout the campus to Ron Perez. Mike is awaiting approval to order the batteries.
9. Mike inquired about the outcome of the live monthly district Informacast on February 27th. Mark reported that the Informacast went well and campus police received no calls or reports of any malfunction.

G. Adjournment

The meeting adjourned at 1:53 p.m.

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