



SAFETY & SECURITY COMMITTEE MINUTES

March 5, 2014

A regular meeting of the Palomar College Safety & Security Committee scheduled for *Wednesday, March 5, 2014* was held in RS-5. Derrick Johnson called the meeting to order at 1:07 p.m.

ROLL CALL

Present: Engleman (for Hogquist), Finton, Hornsby, Johnson, Keinath, Lofthouse, Miller, Nebelsick-Tagg, Renner, Wick (for Poole)
Absent: Conway, Delgado, Kinsinger, Medel, Moss, Orozco, Silva
Ex-Officious Absent: Nelson, Wright
Recorder: Donna Renner

A. MINUTES

I. Approve Minutes of December 4, 2013

MSC (Nebelsick-Tagg/Lofthouse) to approve the Minutes of December 4, 2013 as written.

B. DISCUSSION/INFORMATION ITEMS

I. Workers Comp

Donna Renner, reporting on Lucy Nelson's behalf, provided the following information for the months of December 2013, January 2014 and February 2014:

- December 2013: 0 claims
- January 2014: 5 claims
- February 2014: 4 claims

Of the nine (9) claims processed, two (2) were first aid, three (3) were from Facilities and one (1) was a STP (slip, trip or fall).

2. Campus Police

Brian Engleman reported on the following incidents for the months of December 2013 through February 2014:

Incident Count	Description	Incident Count	Description	Incident Count	Description
3	Accident Report	1	Alcohol Offenses		Arrest
9	Arson		Assault		
2	Battery	3	Burglary		Criminal Threat
	Attempted/Threatening Suicide		Disturbing the Peace	2	Disturbance
	Domestic Violence		Drugs-marijuana		Drunk in Public
1	Embezzlement				
	Forgery	36	Graffiti	4	Grand Theft
	Fraud		Hit-and-Run		Impounded/Stored Vehicles
	Harassment	12	Information Only		Indecent Exposure
	Lewd Conduct		Lost and Found	10	Lost District Keys
	Locker Burglary	20	Medical Assists	1	Missing Property
	No License				
	Non-Injury Accidents	9	Petty Theft		Other: Foot Pursuit
	Other: Found Narcotics		Other: Smoking Calls		Parole Hold
	Possession of Knife on		Skateboarders		Resisting Arrest

	Campus				
	Robbery		Sexual Assault		Stolen Property/Plates
Not provided	Skateboarding	Not provided	Smoking		
	Stalking	15	Student Conduct Violations		Suspicious Activity
	Stolen/Recovered Vehicles		Traffic Accidents	3	Vandalisms
I	Stolen License Plate				
	Towed/Stored Vehicles		Vehicle Burglaries	I	Vehicle Vandalisms
	Water Leak	2	Weapons Violation		

3. **Risk Management**

Chris Wick reported on the following information:

a) **On-going Claims**

Their office is working on a claim that was brought to the December 2013 Governing Board meeting regarding a student who claims he was injured during a confrontation with Campus Police.

b) **Construction Claims**

Their office is also working on a couple of Construction Claims. One of which involves other cross-complaints and they anticipate it to be a lengthy process.

4. **Health Services**

No report.

5. **ASG**

No report.

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

Derrick reported on the following information:

a) **Air-Monitoring**

Derrick reported that there have been some complaints from T-Building office employees about smelling paint from the Paint Booth. This is where they do their automotive spraying. The Environmental Health & Safety Office has scheduled an outside vendor to be here on Monday, March 10, 2014, to conducting air monitoring at the T-Building.

The paint smell odor in that particular paint booth is normal. Two suggestions have been given; however we want to wait on the analysis provided first before proceeding. The first suggestion was to change the filtering system inside the booth to carbon-filtering which would knock down the odor. If we choose that suggestion, the whole paint booth would have to be modified to change the pressure which would be quite pricy. The second suggestion was to raise the vents on the roof. The current vents are 15-20 feet from the HVAC unit so when the vapors are emitting from the paint booth the odor is going directly into the HVAC unit and filtering out to the offices from there.

In the Art Department, we have an employee going home complaining about his eyes and throat hurting so we have scheduled an outside vendor to be here on Monday, March 10, 2014, to conduct air monitoring at the C-Building Art Clave area. During an eight-hour process, this employee will wear monitoring equipment. The analytical data will be collected and taken to an off-site lab to see if he is being exposed to above the permissible exposures. Adjustments can be made after the reports are provided to Derrick.

b) T-Building Spray Booth Respirators

A respirator request was brought to Derrick's attention yesterday and he immediately contacted Risk Management about students wearing respirators in the paint booth. Filter masks are not required to have a respirator physical or a fit test.

OSHA regulations only apply to employers and employees and it does not deal with students; however the recommendation Derrick received through OSHA was that he needed to take that information to our Risk Management because it is a liability issue.

The Environmental Health & Safety Office will be working with Chris Wick and Keenan and the VPs to see which direction the District should follow.

Chris (W) indicated that most colleges do not have an Auto-Body Refinishing class and colleges that do have had their students take a fit test before being allowed to wear respirators. Other schools require students to obtain physicals as a requirement of the class.

Chris (M) suggested that we check to see if there is a list server for Environmental Health & Safety that lists professionals in colleges (there is a similar list for facilities in general). It would be a way to link to other community colleges and ask them about their respirator protocol.

c) Art Department Shell Casting Room Closed

Derrick shared that the shell casting room has been closed. Instructors, in this department, expressed concerns working with silica. The department was using two regular house fans for ventilation. The Department Chairperson and the Dean could not get any instructors to wear monitoring equipment while an outside vendor collected data.

In fall 2014, the department will decide whether to offer a class a different practice (non-silica).

d) SWACC Property & Liability Inspection

Derrick reported that his office is overseeing a three-day SWACC Property & Liability Inspection. Two days have been completed and the Inspector is returning for a final day on March 17, 2014.

Some of the items that have been identified were tables placed in front of exit doors (there should be a clearance of 36") and stacked boxes 2-3" in front of fire sprinklers (there should be a clearance of 18").

Once the inspection has been finalized, the Inspector will provide Derrick with an exit report. This inspection is a follow-up visit to a previous visit. The Inspector has found discrepancies with previous reports where items reported haven't been corrected (example: monthly inspections are supposed to occur for all District fire extinguishers).

Upon completion of the inspection, Derrick wants to send out a general information email to the campus informing employees of their responsibility regarding their areas so the District can be in compliance. It is hard for the Environmental Health & Safety Office to police everyone because these inspections involve all campus sites (main campus, Escondido Center, satellite campuses, leased facilities). Ron Perez asked Chris to have this email information brought to the Safety & Security Committee prior to an email going out to all campus employees.

Lisa asked that the general information email be sent to John Tortarolo first so he can ensure the wording is correct especially since it deals with employee working conditions. Donna indicated that the general information email doesn't address working conditions and provided a draft copy for Lisa to read.

C. Action Item/Second Reading**I. Fire Alarm Advisory/PCCD Notification Requirements.**

Derrick shared that he removed the wording “Palomar Community College District” from the Notification Requirements as this document is not a District requirement; it is an Environmental Health & Safety requirement.

Derrick indicated he took the suggestions the committee provided at our last meeting and removed the names of the individuals from the bottom right-hand side of the document. Titles have been left in-place. Chris (M) asked if Derrick would align the Facilities protocol up in the black area so that if there was an emergency it would match up more with the Palomar Community College procedures – this task has also been completed.

The Facilities Department Protocol document is posted in the Facilities Office next to the Fire Alarm Panel for easy access by Donna, Dayna and Ana Maria. The Palomar College Police Department’s Protocol is posted in the Dispatch area. If there is an actual fire, departments must look at their procedures or if we need to put the EOC (Emergency Operations Center) into place.

Carl asked if we could remove the wording SMFD (San Marcos Fire Department) and just replace it with 9-1-1 as most people aren’t aware that when you call 9-1-1 you are not always routed to a specific agency like SMFD. Brian indicated they don’t call 9-1-1; they have a direct line to San Marcos Fire Dispatch who appropriately routes the call. The committee recommended that on the Protocols documents we remove the wording “Notify SMFD” and replace it with the wording “Initiate 9-1-1.”

MSC (Lofthouse/Finton) to approve the Facilities Department and Palomar College Police Department Fire Panel Advisory Protocols.

D. First Reading**I. San Marcos Campus Emergency Procedures Guide**

This item is postponed until the next Safety & Security Committee meeting on April 2, 2014

2. Escondido Center Emergency Procedures Guide

This item is postponed until the next Safety & Security Committee meeting on April 2, 2014.

E. Discussion/Other Items**I. Blue Phones/Talkaphones**

Derrick reported that the old Blue Phones are outdated meaning that when they breakdown, they can’t be fixed by Information Services.

Derrick stated that there are three different types of phones, per what he has been told. The Governing Board has to decide what type of phone the District will use and once that decision has been made the District will change out all the phones.

Derrick asked that signage be placed on the old Blue Phones indicating that they are out-of-service. The company that installed these phones years ago is no longer in business.

2. Security Cameras

Derrick indicated that he has been talking with Adrian Gonzalez, VP for Student Services, on installing security cameras on campus and Derrick understands that this type of request has been brought to the Safety & Security Committee in-the-past and was voted down because of privacy concerns.

This request may be coming back to this committee, in the future, due to threats. Derrick shared that we already have security cameras in some of the campus parking lots. New requests will be placed in strategic areas around campus.

Chris (M) indicated possible areas may be: large gathering areas like the Student Union Building Complex and the outside areas by campus restrooms.

F. Safety Concerns

1. Escondido Charter School/Escondido Center Parking Lots

Michael shared that between the times of 7:45 a.m. to 8:20 a.m., there are 20-30 cars that pull into the Escondido Center's parking lot dropping their kids off for the nearby Escondido Charter School. The kids then run through our parking lots and Michael has witnessed several near misses where the kids almost got hit by other vehicles. The whole process is then repeated in the afternoon when Escondido Charter School lets out for the day. Michael's concern is that a child is going to get hurt.

Derrick recommended that our Campus Police make their presence known during those times and then maybe the problem will go away.

Chris (M) shared that he has the Principal's contact information and he will provide that information to Derrick so he can call and inform this individual about our risk management concerns.

2. Valley Parkway Island/Escondido Center

Michael reported that as you exit Valley Parkway, there is an island where individuals are supposed to make a right turn. Should we install signage that states "right turn only?" Derrick indicated that if it is not on our campus (it's not) then we can't do that.

3. Facilities Department Injury Scenario

Chris (M) provided a scenario where a Facilities Department employee, working with tools, was injured badly. Chris understands from Lucy that we are to call both 9-1-1 and Campus Police or do we assume that 9-1-1 will call Campus Police? Brian indicated that 9-1-1 will call them; however it is a good idea to always call Campus Police too so they are aware of the incident. First call, in an emergency situation, should always be 9-1-1 Derrick indicated.

4. Emergency Operations Procedures

Derrick reported that there have been some changes to the Working Group involving the Vice-President's and Dean's involvement. The change in the Working Group was requested by Ron Perez.

Derrick indicated that they have issued a draft EOP plan and a Site Emergency Response Plan. Thirty-to-Forty people have been identified and have been put into place on our site emergency plan. All the different blocks have been filled with names. We still require a medical search and rescue team which Jayne Conway will supply.

Several of these employees will be attending NIMS (National Incident Management System) training at the end of this month. After that we will be rolling into desk-top drills. We are hoping to finalize several of these drafts so they can be put on the website so everyone can view them. We are also hoping to roll out generalized training soon. Some of this information ties into the Campus Emergency Procedures Guides.

5. Child Department Center Curtains/Christmas Lights

Derrick asked Pam if the curtains located in her building are fire retardant and she replied that they spray all the items with a fire retardant. She is unsure if she should tell parents about that as she has some parents that are all worried about how toxic this item is. Derrick indicated that the CDC is required to have all curtains fire retardant. Department is also required to keep records of when these items were sprayed or purchased.

Derrick stated that the Christmas lights that have been installed for a long time were identified as a potential property and liability type – part of the SWAAC Inspection. Derrick asked that an MRT (Maintenance Request Ticket) be issued for our Maintenance Electricians to check the Christmas Lights in Buildings 1 and 3 to see if they are safe (reference MRT#14-03159).

6. Child Development Center Fire Drills

Derrick informed Pam that he must place her on a list where the Child Development Center conducts monthly fire drills. He asked when she conducted her last drill and Pam replied that they do monthly drills with children but as far as being official she had contacted one of the Campus Police Officers; however he had never responded (Brian shared that he no longer works for them). Brian asked Pam to send an email to Vic So'oto and Charlie Hogquist and they will assign someone to assist Pam.

G. Adjournment

The meeting adjourned at 3:38 p.m.

Reminder: Next meeting is **scheduled** for **Wednesday, April 2, 2014, 1 p.m.**, Room RS-5