



SAFETY & SECURITY COMMITTEE MINUTES

March 8, 2006

A meeting of the Safety & Security Committee was held on *Wednesday, March 8, 2006, at 2:00 p.m.*, in RS-5.

Call to Order

Kelley Hudson-MacIsaac, chairperson, called the meeting to order at 2:01 p.m.

Roll Call

Members Present Melissa Bohl, Jayne Conway, Tony Cruz, Mike Ellis, Michael Finton, Katherine Gannett, Nancy Horio, Kelley Hudson-MacIsaac, Ken Jay, Pam Keinath, Karen Miffilin, Donna Renner, Dolores Silva and Don Thompson

Members Absent: Norma Bean, Mary Cassoni and Eric Duvall

Ex-Officio Members Absent: Lucy Nelson and Pam Webb

Guests: Art Carlos, Theo Brockett (for Norma Bean)

A. Minutes – February 1, 2006

MSC Ellis/Jay None opposed.

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

B. Discussion/Information Items

1. **Workers Comp – Nancy Horio for Lucy Nelson**

Nancy reported that during the month of February 2006, there were two workers' comp claims both of which were Facilities employees (one was a First Aid claim).

Nancy also reported that Brian Wong, Keenan & Associates, had responded to HR's inquiry about repeat workers' comp offenders. Keenan & Associates feels that this is a Human Resources issue. Kelley indicated that she will setup a meeting to discuss this issue with Lucy and John.

2. **Campus Police – Tony Cruz**

Tony reported the following activities that have occurred since our last meeting:

- One drug arrest
- Five petty thefts
- Five vandalisms (graffiti)
- Three vehicle burglaries
- One Disturbance-of-the-Peace
- Two medical assists
- One lost key report
- Two Hit-and-Runs
- Two Student Conducts
- One Threat
- Two stolen vehicles (LOT 12)
- One physical confrontation (two females) at Admissions

- One report of missing property (Classroom A-18)

3. **Risk Management – Ken Jay**

There was nothing to report.

4. **Health Services – Jayne Conway**

Jayne gave a brief update, to the committee, on the Health Services/Emergency/First Aid Summary Report for February 2006:

Health Services responded to the following number of emergencies, medical injuries and advanced first aid:

- 18 students/0 employees on the San Marcos Campus; 3 students for urgent care, 3 students for hospitalization and 3 students for 9-1-1.
- 7 students/0 employees on the Escondido Center Campus for advanced first aid.

Jayne reported that 50% of her staff is out with a recurring virus. None of the AEDs have been utilized.

Upcoming events:

- Free HIV Testing will be held on Monday, April 3, 2006.
- March on TB – TB skin tests available – call Health Services for an appointment
- At the end of March, PBS will be airing a documentary: "The New Medicine"/Mind-Body Medicine Series an update of the original series that aired approximately ten years ago.

5. **ASG**

There was none to report.

6. **Environmental Health & Safety – Don Thompson**

Kelley reported on the following activities:

- A table-top emergency exercise was conducted with the Executive Administration, Palomar College Police Department, the City of San Marcos, and representatives of the Sheriff's Department, San Marcos Fire Department and San Marcos Middle School. Kelley deemed the exercise a success and indicated that communication is the toughest part of this process.
- Two work stations evaluations were processed.
- Don is working with Graphic Communications on printing the evacuation maps.
- Spill cleanup: Classroom BE-6

C. **Action Items/Second Reading**

1. **Use of Epi-Pen**

Kelley reported that Sara Thompson met with the Instructional Administration who has determined that our employees should not administer the Epi-Pen because of liability issues.

D. First Reading**1. Stop Sign Request**

Kelley reported that Espy Flores, Payroll Services, has requested that a stop sign be installed where Avenida Azul meets Parking Lot 12 due to near-collisions with vehicles exiting the college. Mike stated that Palomar College does not have to yield upon exiting the parking lot and that the surrounding homeowners had complained about this to the City of San Marcos who informed the homeowners they would not remove the yield sign.

Installing a stop sign would back up traffic to Los Posas Road and would probably further anger the residents in the surrounding neighborhoods.

Kelley will contact Neill Kovrig, ASG President, who sits on the City of San Marcos' Traffic Safety Commission.

2. Cart Passengers

Kelley reported to the committee that a concerned employee asked about transporting disabled persons. He was concerned about the liability should the disabled person that was given a ride on a maintenance would slip off. Only the Disabled Resource Center is allowed to provide rides for disabled individuals. Mike suggested that employees contact the Facilities Office who would contact DRC for ride pickups.

E. Discussion/Other Items**1. Construction Updates****A. High Technology Laboratory Classroom Building**

Mike reported that the Library Road to Parking Lot 6 should be open sometime this week.

B. Athletics/PE Fields Project

Mike reported that the rough grading has been completed with the underground utilities installation in-progress.

C. Escondido Center Project

Mike reported that the job walk was conducted last week and the construction has been completed.

D. FPP: New Learning Resource Center

Kelley reported that the Chancellor's Office has approved the FPP (Final Project Proposal) for the new Learning Resource Center and the proposal has now been submitted to the powers-to-be for funding. Once that task has been completed, our Governing Board must ensure that they approve this process by June 1, 2006. Due date to the Chancellor's Office will be July 1, 2006.

2. Prevention of Communicable Disease (i.e. flu)

Committee members discussed the Avian Flu.

WHAT IS IT? The Avian Flu is a contagious disease caused by viruses that normally infect only birds, and less commonly, pigs. Avian flu viruses have on rare occasions, crossed the species barrier to infect humans. A possibility exists that the disease could then mutate and achieve the capability for aggressive human-to-human infection. The symptoms of Avian Flu could include fever, cough, sore throat, muscle aches, eye infections, pneumonia, respiratory distress, and other severe and life-threatening complications. The ease with which it could spread from person to person is what could start a worldwide outbreak, or pandemic.

WHAT IS BEING DONE? Many public health systems are in place to monitor the disease and will announce the outbreak as soon as human-to-human infection is detected. The President has allocated billions of dollars to pharmaceutical companies to research effective medicines and vaccines. The State and the County have developed response plans for a potential pandemic. Local cities have stocked up on paramedic supplies and are conducting specialized training for its first responders.

WHAT SHOULD AN INDIVIDUAL DO? Monitor the news. The County Department of Health and Human Services will provide the medical and preventative information everyone will need to know via the news media.

Get a flu shot. Although the common seasonal flu vaccination does not necessarily apply to the Avian Flu, it will help build your general defense system.

-Practice a high level of personal hygiene. Wash your hands with soap frequently. Be especially careful with coughing and sneezing. Do not touch your eyes, mouth or other mucous membranes. When possible or safe, avoid touching public surfaces such as handrails, tabletops, or the arms of other person's chairs.

-Stock your cupboards and survival kits. If the pandemic materializes in your neighborhood, you will want to minimize the trips to public places such as grocery stores.

For more information the following web site can be accessed:

http://www.who.int/csr/disease/avian_influenza/avian_faqs/en/index.html

F. **Safety Concerns**

1. **Escondido Center Security**

Theo reported that she is concerned about the lack of police officers at their site. Art replied that the process to hire new police officers takes approximately three-to-four months and it is too difficult to hire short-term officers as a background check must be conducted on each individual. Tony stated that at one time they had ten police officers and now they are down to four. Campus Police is in the process of hiring more Senior CSOs (Community Service Officers)

2. **Campus Police Radar Gun**

Tony reported that their department has received approval to purchase a radar gun which will be used to monitor the speed on Comet Circle and to assist the officers in enforcing the 15 mph speed limit on Comet Circle.

3. **Parking Lots 9 and 12 Blue Phones**

Art reported that the blue phones in these two parking lots only work on Channel 1 and Facilities crews utilize Channel 3. Mike will look into this discrepancy.

4. **AED Training Process**

Michael reported that Debi Workman has asked to be provided with CPR Books so that training can be provided to campus employees. The cost of the books is \$10. Jayne Conway will meet with President Deegan for funding sources.

5. **Escondido Center Disaster Plan**

Michael asked if there was some type of disaster plan in place for the Escondido Center with areas to store food. Theo replied that there is an emergency plan in place but no food storage at this time.

6. **Instructional Department Forklift Unsafe Use**
Mike reported that he observed an instructional employee driving a forklift transporting a large pallet with other employees hanging on the back of the forklift to balance.
 7. **Raised Sidewalk Repairs**
Mike reported that Facilities crews are in the process of making sidewalk repairs at the D-Building, ES/LS complex and the O-Building.
 8. **Parking Lot Lights**
Karen reported that on numerous occasions, she has noticed upon arriving at work, between 5:45 a.m. and 6:00 a.m., through Parking Lot 9 that the middle parking lots lights are off while the exterior lights are on. Mike replied that the college does this to conserve energy.
 9. **Library Building – Second Floor Landing/Stairwell**
Katherine reported that the exterior stairwell at the top of the second floor landing is eroding with a chunk of concrete missing.
 10. **Sidewalk behind Library Building @ Parking Lot 4**
Katherine reported that there is no curb cut for a ramp on the sidewalk (south side of the building) behind the Library at Parking Lot 4. Mike replied that this area is not a wheelchair accessible pathway.
- G. **Adjournment**
There being no further business, the meeting was adjourned at 3:20 p.m.

Reminder: Next meeting is **scheduled** for
Wednesday, **April 5**, 2006, 2 p.m., Room RS-5