



SAFETY & SECURITY COMMITTEE MINUTES

April 3, 2013

A regular meeting of the Palomar College Safety & Security Committee scheduled for *Wednesday, April 3, 2013, at 1:00 p.m.*, was held in RS-5. Chris Miller called the meeting to order at 1:22 p.m.

Roll Call

Members Present: Tony Cruz, Pam Keinath, Chris Miller, Jaime Moss, Marilee Nebelsick-Tagg, Eileen Poole, Donna Renner and Dolores Silva

Members Absent:

Jayne Conway, Anne Delgado, Michael Finton, Joe Hilliard, Carl Lofthouse and Tom Medel

Ex-Officio Members Absent:

Lucy Nelson

Ex-Officio Members Present:

Ana Maria Wright

A. Minutes – February 6, 2013

MSC Nebelsick-Tagg/Cruz to approve the February 6, 2013 meeting minutes with Hornsby abstaining.

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

B. Discussion/Information Items

I. Workers Comp

Donna reported, on behalf of Lucy Nelson, for the period of February 1, 2013, through March 31, 2013, the following incidents were reported:

- Eight (8) workers' comp claims were processed which included
 - One (1) first aid
 - Two (2) claims from the Facilities Department
 - One (1) Slip/Trip/Fall

2. **Campus Police**

Tony Cruz reported on the following incidents for the period of February 1, 2013, through March 31, 2013:

Incident Count	Description	Incident Count	Description	Incident Count	Description
2	Accident Report		Arrest		Assault
	Battery	14	Burglary		Criminal Threat
	Domestic Violence		Drugs-marijuana	2	Drunk in Public
	Forgery				
	Fraud	16	Graffiti	1	Grand Theft
	Harassment		Hit-and-Run		Impounded Vehicle
	Indecent Exposure	7	Information Only		Lewd Conduct
	Locker Burglary		Lost and Found	3	Lost District Keys
13	Medical Assists		No License		
	Non-Injury Accidents	7	Petty Theft		Other: Foot Pursuit
	Other: Found Narcotics		Other: Smoking Calls		Possession of Knife on Campus
	Robbery		Skateboarders		
	Stalking	1	Sexual Assault		Stolen Property
	Stolen/Recovered Vehicles	4	Student Conduct Violations		Suspicious Activity
	Towed/Stored Vehicles		Traffic Accidents	2	Vandalisms
	Vehicle Burglaries	2	Vehicle Vandalisms		Water Leak
	Weapons Violation		Attempted/Threatening Suicide		Parole Hold
2	Impounded/Stored Vehicles	1	Stolen Plates		

The committee members briefly discussed the increased number of graffiti that is reported each month, the majority of which comes from the Library building (primarily in the restrooms and the stairwell).

An inquiry was asked if Campus Police ever caught and prosecuted these types of offenders and the answer was, yes. Individuals go to court, are convicted and pay restitution to the District.

A second inquiry was asked. Are these individuals allowed back on campus? It depends on the situation. Campus police is not notified. The Office of Student Affairs would handle the resolution.

The majority of the graffiti cases involve non-students.

3. **Risk Management**

There was no report although Eileen indicated that she is the liaison for the vending machines on campus. She reported that several weeks ago, the Pavillion (by the D-Building) was vandalized and she notified the vendor – Coke about the incident.

Later that afternoon, a Campus Police Officer called and yelled at Eileen for not notifying them of the vandalism. Eileen asked if she was supposed to notify Campus Police first.

Tony asked Eileen to provide him with the name of the officer. The procedure is to contact Campus Police first so they can take a police report.

Eileen then reported that the Coke representative informed her that another vending machine on campus was also vandalized although Eileen was unaware of it. Coke is thinking about installing cages on their machines.

4. **Health Services (no member present)**

There was no report.

5. **ASG (no member present)**

There was no report.

6. **Environmental Health & Safety Office**

Chris reported on the two (2) vacancies in the EHS Office. Kelley Hudson-MacIsaac's old position was Manager, Environmental Health & Safety and Facilities Planning.

Chris worked with Human Resources (Lisa Hornsby) and Ron Perez, VP for Finance and Administrative Services to modify this position. All the construction components were removed (facilities planning) and added to another position currently being advertised (Manager, Construction & Facilities Planning) which was a portion of Chris' old position (Manager, Construction). Kelley's old position will be advertised, once the Manager, Construction & Facilities Planning position has been filled) as Supervisor, Environmental Health & Safety. This position will report directly to the Director, Facilities. Once that position is filled, we will then advertise John Emerson's old position which is titled Facilities & Safety Technician. We want the new Supervisor to be able to be a part of the Interview Committee in hiring John's replacement.

Chris also reported on the outside consultant who is working on a District Emergency Operation Plan. Tony Cruz and Chris are working on this task with VP, Ron Perez. We have talked with multiple vendors; however we are cautious to enter into a contract until we fill the Supervisor, EHS position as that position will be working with the consultant.

Chris also updated the committee on the Mass Notification Pilot Program (talk-a-phone aka blue phone) in the parking lots. We will be going out-to-bid on this project and phones will be placed in parking lots 3, 5, 9 and 12 (one each lot). If someone needs to contact Campus Police they would push the button on the phone, a blue light will flash and the call is connected immediately to Campus Police Dispatch. This project will also include loud speakers so we can conduct mass notification as needed to the campus community.

The EHS Office has been handling workplace accommodations on a case-by-case basis. Only two has been processed since our last meeting.

We are still processing lab packs as required.

We have not been able to keep up with the State Stormwater permitting regulations on the construction sites. We have contracted with an outside consultant – Atkins that is providing environmental consulting and they are assisting us to ensure that our permits are current.

A member inquired as to the definition of a lab pack? Lab packs are collected from the Natural Science Building. Half-way through a school semester or at the conclusion of a semester or on an as-needed-basis, a lot of chemicals are generated from their Chemistry experiments. The waste is kept in Room NS-116 until there is enough to generate a purchase order for pick-up and disposal by the vendor.

C. Action Item/Second Reading

There were no second reading action items.

D. First Reading

There were no first reading items originally.

E. Discussion/Other Items

1. Construction Updates/Chris Miller

There was no report.

2. Mass Notification/Tony Cruz

Tony updated the committee on the Informacast System. He, Tom Medel and Jaime Moss tested the system at the HS, MD and NS Buildings. Robert Sedillo, Information Services, gave them a twenty-minute presentation of how to operate the system and then the Campus Police Dispatchers tested the system.

As they developed confidence the twenty-one (21) volunteers were briefed on the testing in campus classrooms and office spaces. The program was run from the Campus Police Dispatch as though it was a real event. Sgt. So'oto was in charge. The system overrides the telephone and becomes an intercom which can be done room-by-room or all rooms and offices. The test was a success.

The following discrepancies were noted and given to Information Services to resolve:

- Some classrooms don't have phones
- Some phones volume were too low and could not be heard (four phones)
- Some phones did not work at all.
- Other areas of concern revolved around storage spaces that were converted to offices (NS Building).

Since the Escondido Center is in the process of being renovated, Tom Medel will test those buildings. The software can speak to any building in any language. The system has preset messages; however currently the messages are generic. Messages are delivered within 14-15 seconds.

F. Safety Concerns**1. Unsafe lawn area-Child Development Center**

Pam reported that in the front yard of the Child Development Center Building Two the yard has an irregular surface with no lawn. The slight hill can be slippery with small toys that people can step on.

Committee members discussed placing warning signs in the area. The Facilities Office will check into this request and report back to the committee.

2. Middle School Students & Their Bicycle Antics

Donna reported witnessing several middle school students launching their bicycles from the asphalt outside the Tennis Courts and going airborne across the running track and landing on the Football Practice Field. She notified the Facilities Office who contacted Campus Police.

Several hours later, the same group of middle school students was seen riding their bicycles down the asphalt hill outside the swimming pool and going airborne. Campus Police was notified again.

3. MD Building, First Floor

Dolores reported on an incident involving a skateboarding student outside her office in the MD Building.

4. HCES Building Smokers Affecting Child Development Center

Pam reported that the students attending the California English School are once again smoking near the Child Development Center.

Lisa recommended that we place smoking butt urns in campus parking lots and approving installing signs that indicate we are a non-smoking campus.

5. San Marcos Campus Restrooms Update

Chris updated the committee about the homeless situation. Campus Police and Facilities have been working together on this project. The new Child Development Center will have locking mechanism that can be locked from the inside. All new buildings will also have this feature from this point forward which is contrary to the decision reached by the Safety & Security Committee previously.

The Division of the State Architect has been inundated with requests and comments from parent groups who have lobbied to have classroom doors installed with locking mechanisms that will be locked from the inside.

Committee members inquired about the process to lock campus buildings after classes are complete for the night. Chris provided two examples:

Example one:

Mechanical Door Hardware: Campus Police employees are provided with a list of rooms, by the Facilities Office, of unrestricted and restricted classrooms. These employees lock the facilities after classes have concluded for the night.

Example two:

The Health Sciences Building (Dental Assisting and Nursing Education) has electronic locksets and can be setup through a computer program to unlock/relock the building per the current class schedule.

6. Evacuation Chairs Training

Members inquired as to the status of additional evacuation chair training <Donna to follow-up with organization>. *As of 3/4/2013, no response has been received. Donna was finally able to make contact with organization on 4/25/2013 and will have an update for the committee at their May 1st meeting.*

G. Adjournment

The meeting adjourned at 2:27 p.m.

Reminder: Next meeting is **scheduled** for
Wednesday, May 1, 2013, 1 p.m., Room RS-5