



SAFETY & SECURITY COMMITTEE MINUTES
May 3, 2017

A regular meeting of the Palomar College Safety & Security Committee scheduled for Wednesday, May 3, 2017 was held in RS-5. Derrick Johnson called the meeting to order at 1:05 p.m.

ROLL CALL

Members Present: Badel, DiMaggio, Dimmick, Finton, Harris, Heath, Hebert, Johnson, MacNeil, Miller, Sterling, Studinka, Wick
Members Absent: Ashour, Medel
Ex-Officios: De la Torre
Ex-Officios Absent: None
Guests: None
Recorder: Sadie Gropen

A. MINUTES

1. Approval of Minutes of March 1, 2017

The minutes were approved as presented. Minutes are posted on the Palomar College website as follows:

<https://www2.palomar.edu/pages/safetyandsecurity/minutes-and-agendas/current/>

B. INFORMATION ITEMS

1. Workers' Comp (Exhibit B1)

De La Torre reviewed a Workers' Comp report for the months of March and April 2017.

2. Campus Police

DiMaggio reported that the Campus Police Department has been stable, and that they have been working a lot with Sheriff's Department with regards to vehicle thefts around the campus.

DiMaggio also said that they have been working on off-site parking off of San Marcos Boulevard with San Marcos Unified School District. Miller said that he is still working on risk contract with the City of San Marcos. Currently, there is no penned contract, but will possibly go through in near future. Chris added that the new parking structure on campus will have license plate tracking technology.

Johnson clarified if it was gravel parking lot. DiMaggio confirmed that it's gravel with wood beams and a locked gate and that there aren't any lights, so they'll have to shut it down before it gets dark. Johnson asked who would be responsible for maintaining and repairing the lot. Wick added that they're still working on the contract with regards to who is liable if somebody gets injured in the lot. Johnson added his concern regarding disabled students parking there. DiMaggio said it wouldn't be suitable for disabled individuals, but there would be a CSO patrolling the area full time.

3. Risk Management:

Wick reviewed the following Risk Management report for the months of March and April 2017:

Seventeen (17) total incidents:

- Five (5) air quality Concerns
- Two (2) bee stings
- Three (3) trip and fall
- One (1) head injury
- One (1) cut
- One (1) headache
- One (1) allergic reaction
- One (1) asthma attack
- One (1) eye irritation
- One (1) possible toxic fumes

4. Health Services:

Harris said that workers have been seeking health care assistance at the Health Center despite the policy that they are directed not to go to the Health Center for their injuries. De La Torre is meeting with a group in Facilities, and is able to offer meetings with other departments in order to inform the campus about the proper steps in the case of an employee workplace injury.

The urgent care reports are available as **Exhibit B4** on the Safety and Security website.

5. ASG

Badel reported that ASG is traveling to Ontario, CA to vote on resolutions. He had two questions in light of these votes. He asked DiMaggio about a resolution that identifies AB540 students that all students will be protected from any Federal agency regardless of their status. DiMaggio confirmed that this still applies, especially under FERPA. Badel also confirmed AB540 information on the Palomar College website and DiMaggio confirmed that.

Badel asked Miller the projection on the completion of the food pantry. Miller said that there isn't a timeline at this point, although Facilities has worked with the President's Office and there is a basic floor plan. A donor has been identified interested in donating some of the equipment. The project does not need to go to the State architect's office so as soon as the design is approved the construction can be rolled out. Miller confirmed that the project is a top priority and it still in the works, but the timeline isn't precise.

Badel reported that once he leaves, there will be a replacement for a member of the ASG to take his place in the Safety and Security Committee.

6. Environmental Health & Safety Office (Exhibit B6):

Johnson reported on the Environmental Health & Safety Office Monthly Progress Report for the months of March and April 2017.

Studinka had a question regarding emergency response in relation to the Building Emergency Plan. She was wondering about specifics regarding roles in emergency situations for the Early Childhood Education Center Lab School. Gropen will send her information and set up a discussion for details regarding roles.

C. ACTION ITEM/SECOND READING

No report.

D. ACTION ITEM/FIRST READING

No report.

E. DISCUSSION ITEMS

1. County of San Diego Air Pollution Control District (APCD) Notice of Violation – Johnson

In June 2016, the APCD inspected Palomar College's emergency diesel generator, the auto body technology shop, and the cabinet and furniture technology work area. There were a number of violations in all three areas. Johnson has met with all three groups and has come up with some changes. Currently, EH&S does weekly inspections for the emergency diesel generators. However, the inspector came at a time in-between the weekly inspections and there were a couple of days missed – this became a violation. Johnson directed his EH&S technician if he sees that the log is empty/missing, that he fills the log out and talk to the supervisor of Building Services. The auto body shop and cabinet and furniture technology received violations for not completing their usage logs. Johnson met with the Deans of the departments and the faculty, and they are aware of the cause of the violations. Johnson said he will be having a courtesy inspector review the different areas in order to identify different ways to improve and avoid possible violations.

2. Integrated Emergency Notification System Update – Gropen

Gropen summarized existence of a group at Palomar who has been researching emergency notification systems in order to integrate different methods of communications on campus. She reviewed the status of current emergency notification system group meetings. There are two vendors that are currently being considered – AlertUs and Regroup – and the group has been meeting with CSUSM and Mira Costa in an effort to see how those colleges use the systems.

Dimmick had a concern as he had never heard about this process for the purpose of the I.S. department having input in which system gets purchased. Gropen responded that Connie Moise has been in all of the meetings and had introduced the process they were using, and that the scope had been reviewed by the I.S. Department.

3. Conex Box IAQ Report - Johnson (Exhibit E3)

Johnson reviewed the Conex Box IAQ Report. In April, the Student Services conex box was considered for air quality review due to concerns from Palomar College employees. Johnson reviewed that during the air quality report, it was determined that the area exhibited high levels of mold to be present. This is due to the vents being broken, allowing rain to enter the conex box. The condition in the conex box also isn't safe due to uneven floorboards. Johnson has determined to take the conex box out of service, and he will further discuss it with Miller and Adrian Gonzalez. Johnson will help facilitate a time for all departments who are storing items there to remove them.

Harris asked if there are any concerns if any of the documents have been rendered unrecoverable due to damage. Johnson responded that there will be a professional at Palomar College who will assess the items in the box, and then determine how to handle them.

4. Health Center IAQ Report – Johnson (Exhibit E4)

Johnson reviewed the Health Center IAQ Report. In April, five employees in the Health Center exhibited health concerns. Prior to these concerns, Building Services had placed a new HVAC system in Health Center and when people reoccupied the space, an employee exhibited symptoms, but thought it was unrelated to the building at first. As it progressed through the week, the individual was admitted into the hospital. Johnson was notified then, and he and the Building Services supervisor conducted a walk-through of the area. They didn't recognize an air quality issue at the time, but Johnson contacted an industrial hygienist and they walked through the building the following day. The subsequent week, there were around three people who exhibited symptoms, including one person who had an asthma attack and had to be admitted to the hospital. Johnson shut the facility down until they were able to conduct an indoor air quality test. There was around a six to eight hour air quality test conducted. The results came back with no indication of air quality issues. The only concern was a slight increase in the quantity of cellulose fibers, but the elevated levels are not considered to be a health concern.

Once the results were established, EH&S permitted people to re-enter the building. Because a person was admitted to the hospital, it was reportable to OSHA. So, OSHA was contacted and EH&S stayed in contact with them during the process and were sent a copy of the indoor air quality report. Johnson will be meeting with Health Center supervisors and will discuss the report in detail. Johnson also informed Harris that they will be replacing the standard HVAC filter with a higher quality filter. Miller clarified that they will also be rerouting the amount of outside air that is used in the system. Miller said that following the incident, he met with the Building Services supervisor and the HVAC team to brainstorm ideas to improve the area's system. Harris added that she would like a HEPA filter to be used with the system. Johnson added to what Miller said -- that moving forward the contractor will provide a job safety analysis and give to Facilities.

Finton asked if any of the air is recirculated or if it's all outside air. Miller responded that most of it is recirculated.

5. ST-Building Rooms 60-67 IAQ Report (Exhibit E5)

Johnson reviewed the St-Building Rooms 60-67 IAQ Report. Employees working in rooms 60-67 of the ST-Building had to leave work due to symptoms they were exhibiting. There was an indoor air quality test conducted in that area, and the results did not show any indication of air quality issues. The only concern was an elevated Carbon Dioxide (CO2) levels due lack of air flow. This is because the contractors doing construction in the building had cut off the HVAC unit. Studies have shown that high CO2 levels can make inhabitants feel fatigued. The group of people working in that area has been relocated, and the contracting company has fixed the HVAC unit.

F. SAFETY CONCERNS

1. Johnson:

Concern 1: There were concerns in A1 from people entering the building and smelling a chemical-type scent. Facilities walked through the building and they believe that the HVAC unit is not functioning well. Miller added that they analyzed the HVAC system and the unit will need to be replaced.

Concern 2: There has been a concern with the possibility of lead in the drinking water on campus. Johnson said that Vallecitos Water District tests the water at Palomar College, and there is no indication that there is lead in the drinking water. Miller added that there is the same testing that is done at the Escondido Water District, as well with no indication of lead present in the drinking water. **(Exhibit F6)**

2. Finton:

The NS-Building, especially in the microbiology lab and preparation support rooms, have been having difficulty in getting regular cleaning of the floors. He continued that there is a custodian who cleans the hallways during the day, but NS-228, NS-228A, NS-224, NS-227 and NS-231 especially need cleaning. Miller responded that they are short five custodians, but Facilities has custodians that are currently being interviewed to replace the missing custodians. Miller suggested that they reach out to Ed Zale who works in the building during the day to clean the floor when needed.

3. Heath:

Heath had an air quality concern for the Bookstore. He said that there is about an eight foot circle of black surrounding the registers. He is worried that somebody will report it. Johnson said he and Jeff Bennett will look at the area.

4. Dimmick:

Concern 1: The newly remodeled office space for the I.S.'s HVAC system was pulling from the outside air, including when the generator was running, and all the exhaust was pulled from the generator into the area. Dimmick is concerned with the design of the HVAC system, since that area is where the network operation is located, and they need to work in that space when that generator is running.

Miller responded that the unit was designed incorrectly, and Jeff Bennett has responded to the duct work and he is getting bids to have duct work for that area. Miller added that the company that started the generator was not authorized to start it. Dimmick responded that it was a good thing it was started, because if there was a power outage and the generator was running, there would be people working in the area with the poor air quality entering the area.

Concern 2: Dimmick noticed what looked like black mold growing in the 800-wing in the Escondido Center. Johnson responded that he will look at the area in question.

5. Studinka:

Studinka said that she and Dimmick discussed the need for cameras near the Cashier's Office. DiMaggio said that there should be cameras in that area. Dimmick clarified how they can go about getting cameras in these areas. Miller responded that in the past is they discuss it in the Facilities Review Committee and they take it as an information item, and so people can take it back to staff who may have concerns about cameras

being in the areas where they work. Dimmick said he could get a quote for the cameras, and Miller can discuss with Carmen Coniglio.

6. Miller:

Miller reviewed the incident that caused a fire alarm to be triggered on May 2, 2017 at the NS-Building. He said that is was a good test of when something happens when there aren't a lot of people here. Miller continued that they cleared the building and contacted Campus Police, and it didn't go perfectly. There were people in the NS-Building who were not sure what to do when the alarm went off.

The alarm was triggered by an employee from Building Services mixing powders in a small room. Johnson will talk with Jeff Bennett about the need to have his employees mixing materials outside of buildings. Johnson clarified that the confusion was that they never received an all-clear to return to the building, and who do they get it from.

G. **ADJOURNMENT**

The meeting was adjourned at 2:18 p.m.

Reminder: No meetings will be held during Summer Semester. Next meeting is scheduled for Fall Semester.