



SAFETY & SECURITY COMMITTEE MINUTES

September 3, 2014

A regular meeting of the Palomar College Safety & Security Committee scheduled for *Wednesday, September 3, 2014* was held in RS-5. Derrick Johnson called the meeting to order at 1:25 p.m.

ROLL CALL

Present: Dryden, Filice, Finton, Johnson, Keinath, Lofthouse, Medel, Miller, Moss, Nebelsick-Tagg, Renner, Silva, Wick
Absent: Conway, Hornsby, Kinsinger
Ex-Officious Absent: Nelson, Wright
Guests: Barnaba, Boguta-Reeve, Doerfler
Recorder: Donna Renner

A. MINUTES

I. Approve Minutes of April 2, 2014, May 7, 2014

The meeting minutes of April 2, 2014 (too wordy) and May 7, 2014 were pended until the next Safety & Security Committee meeting on October 1, 2014.

B. DISCUSSION/INFORMATION ITEMS

I. Workers Comp

Lucy Nelson provided the following information, for the months of May-August 2014:

- Ten (10) claims
 - Four were first aid
 - Two of the ten were from Facilities
 - Three were slips, trips and falls
 - One lifting (Facilities employee)

2. **Campus Police**

Mark DiMaggio introduced himself as Palomar College's new Police Chief. He provided the following information for the months of May-August 2014:

Incident Count	Description	Incident Count	Description	Incident Count	Description
	Accident Report		Alcohol Offenses	2	Arrest
	Arson	2	Assault		
	Battery	3	Burglary		Criminal Threat
	Attempted/Threatening Suicide		Disturbing the Peace		Disturbance
	Domestic Violence		Drugs-marijuana	1	Drunk in Public
	Embezzlement				
	Forgery	28	Graffiti		Grand Theft
	Fraud	4	Hit-and-Run		Impounded/Stored Vehicles
	Harassment		Information Only	1	Indecent Exposure
	Lewd Conduct		Lost and Found	17	Lost District Keys
	Locker Burglary	25	Medical Assists		Missing Property
	No License				
	Non-Injury Accidents	13	Petty Theft		Other: Foot Pursuit
	Other: Found Narcotics		Other: Smoking Calls		Parole Hold
	Possession of Knife on Campus		Skateboarders		Resisting Arrest
	Robbery		Sexual Assault		Stolen Property/Plates
349	Skateboarding	73	Smoking		
	Stalking	4	Student Conduct Violations		Suspicious Activity
3	Stolen Vehicles	2	Traffic Accidents	6	Vandalisms
	Stolen License Plate				
	Towed/Stored Vehicles		Vehicle Burglaries		Vehicle Vandalisms
	Water Leak		Weapons Violation		

Mark expressed concern about the amount of lost District keys and wanted to know our process.

Donna shared that several years ago ([reference April 7, 2010 meeting minutes](#)) the Safety & Security Committee passed an agenda item where a \$25 fee would be charged for every District key that is reported lost. Kelley Hudson-MacIsaac, the Interim Director of Facilities, at that time forwarded our recommendations to the Finance & Administrative Services Planning Council for review ([reference May 10, 2010 meeting minutes](#)) where the request promptly died. It was never forwarded to SPC (no reason was given at the time)

3. **Risk Management/Chris Wick**

a) Wellness/Fitness Claim

Chris reported that it has been relatively quiet the last three months. Chris was notified today, Wednesday, September 3rd, that someone was injured by a staple in their head at the Wellness/Fitness Center.

b) Incident Reports

Chris reported that she has received quite a few incident reports consisting of slips, trips, walking into doors.

4. **Health Services**

There was no report.

5. **ASG**

There was no report.

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

Derrick reported on the following information:

a) **Cigarettes**

At our last meeting on Wednesday, May 7, 2014, I informed everyone that there was a fire that had taken place by Building "T." Fire was caused by cigarette butts. Derrick wants the Governing Board and President Deegan, to be aware of this type of incident especially since the campus is very arid.

Marilee shared that this item will need to be brought to the Faculty and the Palomar Faculty Federation's attention and she volunteered to do that task.

b) **Emergency Response Guides**

Last fiscal year, we approved the Emergency Response Guides for the San Marcos Campus and the Escondido Center. The Custodial Services area of the Facilities Department is posting these guides in all District classrooms.

We are also posting ER guides in departmental offices and common areas.

c) **Emergency Response Plan**

The EHS Office is also working on the District's Emergency Response Plan. Derrick will be meeting with Chief DiMaggio, Chris Miller, Ron Perez and the District's Consultant to go through a final analysis. Once that draft has been prepared, it will be taken to the Governing Board to be approved as an actual procedure for the District. Once approved further training can be provided to District employees.

d) **Photo Lab**

The EHS Office was notified by employees in the Photo Lab who expressed concern about being exposed to hazardous chemicals and they felt that the ventilation system was not adequate for their needs.

Derrick has scheduled an outside vendor to come in on Friday, September 5, 2014 to setup monitoring equipment and test the environment to see if any of the students and staff is being exposed above the permissible exposure limits.

e) **Chemical Hygiene Plan for the Photo Lab**

The EHS Office is also working on updating our Chemical Hygiene Plan to include the Photo Lab as Derrick was unaware that this department was using chemicals.

C. Action Item/Second Reading

I. There were none.

D. First Reading**I. Video Camera Request for Tutoring/STAR Center/Barnaba and/or Kahn**

Derrick shared that the STAR Center inside the Library was asking if they could install a video camera because of a recent incident involving a student with mental health issues. The department's Dean (Kahn) and Ruth met with Chief DiMaggio and the STAR staff to discuss multiple methods to try and make the STAR Center safer and one recommendation was to use a video camera as a deterrent as long as it would not be used as a monitoring device for workspaces, etc.

Ruth shared that there are actual two categories:

- Campus Safety
- Instructional Support

The video camera they are requesting is a narrow-scope camera that would be looking from the department's front desk toward the door. The reason they are requesting this camera is that over the summer they have had a couple of incidents with disgruntled students and the one employee who works nights and weekends feels unsafe.

Ruth has taken this request to the Classified Union and has received their approval on this request as long as it does not record a workstation (which it would not).

Derrick recommended to Ruth that she bring the plan to our next Safety & Security Committee meeting on Wednesday, October 1, 2014.

2. Cigarette Policy: e-cigarettes/Jayne Conway

Agenda item pended until our next Safety & Security Committee meeting on Wednesday, October 1, 2014.

E. Discussion/Other Items

- I. There was none.

F. Safety Concerns**I. HS (Health Sciences) Building Stairwell/Nebelsick-Tagg**

Merilee reported that at the HS Building there is a stairwell with a ledge that overlooks the ground below that she has observed students occasionally sitting on. Derrick indicated that he will view the area and determine if a sign needs to be posted indicating that sitting or standing is not allowed in this area.

2. H (Humanities) Building Stairwell/Dryden

Dan reported that at the H Building, entering at the north side of the stairwell, there is a bike rack and it is so close to the stairwell landing that the handlebars are sticking into the stairwell and his wife (Palomar employee) almost injured herself. Derrick interjected that no one can block access to a building. Dan shared that he doesn't believe anyone has done this intentionally; however now individuals are doing the same thing on the other side of the building where there isn't a bike rack and access is blocked.

Chris indicated that another bike rack should be installed. We had some general direction from the Architect on the placement of bike racks and Facilities employees walked the building and selected that site. Derrick indicated that he will view the area and determine what needs to be done to correct the situation.

3. Transit Center Concrete/Miller

Chris (Miller) shared that the concrete at the Transit Center (not Palomar's responsibility) has been broken up by North County Transit District's buses. Chris has met with Transit District's representatives at least five (5) times. They sent out their civil engineer and they will remove all the concrete for the Transit Center over the holiday break so people won't be impacted by the work.

Karen inquired if North Country Transit District will be installing a sidewalk all the way down to Mission Road as it is a safety issue and has been for some time. Chris (Miller) shared that project will be overseen by Palomar College where a pedestrian bridge will be placed over Mission Road from the West side to the Transit Center and will end right in the middle of the sidewalk which will solve all the safety issues. The City of San Marcos initiated this project and Palomar has viewed the design, although it is not yet complete. The project is estimated to be completed in 1-1/2 years.

G. Adjournment

The meeting adjourned at 2:57 p.m.

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