



SAFETY & SECURITY COMMITTEE MINUTES

September 4, 2013

A regular meeting of the Palomar College Safety & Security Committee scheduled for *Wednesday, September 4, 2013, at 1:00 p.m.*, was held in RS-5. Chris Miller called the meeting to order at 1:02 p.m.

Roll Call

Members Present: Jayne Conway, Michael Finton, Derrick Johnson, Pam Keinath, Carl Lofthouse, Tom Medel, Chris Miller, Jaime Moss, Marilee Nebelsick-Tagg, Eileen Poole, Donna Renner and Dolores Silva

Members Absent:

Tony Cruz, Anne Delgado, Lisa Hornsby and Wendy Kinsinger

Guest: Brian Engleman and Vic So'oto

Ex-Officio Members Absent: Lucy Nelson

Ex-Officio Members Present: Ana Maria Wright

Chris introduced everyone to Derrick Johnson, our new Supervisor for Environmental Health & Safety.

A. Minutes – May 1, 2013

MSC Nebelsick-Tagg/Conway approved the May 1, 2013 meeting minutes.

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

B. Discussion/Information Items

I. Workers Comp

Donna Renner reported, on behalf of Lucy Nelson, for the period of May 2013 through August 2013, the following incidents occurred:

- Sixteen (16) workers' comp claims were processed which included
 - Five (5) were first aid
 - Five (5) claims were from the Facilities Department
 - Two (2) were slips, trips and falls
 - One (1) was continuous trauma; workstation issue
 - Three (3) were insect/spider/bee bites

2. **Campus Police**

Vic So'oto, on behalf of Tony Cruz, reported on the following incidents that occurred over the period of May 1, 2013 to August 31, 2013:

Incident Count	Description	Incident Count	Description	Incident Count	Description
3	Accident Report		Arrest	1	Assault
2	Battery	5	Burglary		Criminal Threat
	Attempted/Threatening Suicide				
1	Domestic Violence	1	Drugs-marijuana		Drunk in Public
	Forgery	25	Graffiti	1	Grand Theft
	Fraud		Hit-and-Run		Impounded/Stored Vehicles
1	Harassment	13	Information Only	13	Indecent Exposure
	Lewd Conduct	1	Lost and Found	14	Lost District Keys
	Locker Burglary	22	Medical Assists		No License
	Non-Injury Accidents	12	Petty Theft		Other: Foot Pursuit
	Other: Found Narcotics	90	Other: Smoking Calls		Parole Hold
	Possession of Knife on Campus	134	Skateboarders	1	Resisting Arrest
	Robbery		Sexual Assault		Stolen Property/Plates
	Stalking	17	Student Conduct Violations		Suspicious Activity
	Stolen/Recovered Vehicles		Traffic Accidents	3	Vandalisms
2	Towed/Stored Vehicles		Vehicle Burglaries		Vehicle Vandalisms
	Water Leak		Weapons Violation		

3. **Risk Management**

Eileen reported that a student fell off a bus at the Palomar College North County Transit Center (NCTD). NCTD turned the claim over to the District; Eileen found a copy of a twenty-year contract Palomar College has with NCTD where it shows that they are responsible. Eileen sent a copy of the contract to NCTD and they have acknowledged that they are responsible for the claim. During their phone conversation, Eileen informed them that they are also responsible for all the potholes and maintenance on the asphalt at the Transit Center. NCTD will be sending out a Maintenance Engineer to check our concerns. Eileen asked if our Facilities employees could notify her if they don't see that these areas have been repaired in a timely manner.

Eileen also reported that her office obtained a legal opinion on the Talk-A-Phones as far as the neighbor who has filed a complaint with the District. The neighbor is correct, we have to do everything we can to shield his backyard from the cameras mounted on this equipment. Everything on the camera's film is related to the "[Public Records Act](#)." People that request records may view the neighbor's backyard. Eileen indicated that Don Sullins informed her that the vendor is in contact with the neighbor.

4. **Health Services**

a) **TB**

Jayne reported that Health Services has limited immunizations for Tuberculin (TB skin testing fluid or solution); therefore testing is only available to Palomar College students. The product is still in short supply nationwide. Jayne reiterated that for those employees who have Kaiser Benefits, the TB blood test is free.

b) **Electronic Medical Records**

Jayne reported that Health Services is transitioning from paper charts to Electronic Medical Records at the Escondido Center and the San Marcos Campus. Once fully implemented, this process will allow Health Services to obtain better statistical data; provide cost savings associated with a paper free office and allow for an improved flow of confidential patient records among Health Services sites.

c) **Escondido Center Health Services**

Jayne reported that they are currently working on an expansion of the Escondido Center Health Services Center with Chris Miller and are hopeful the remodeling project will be completed by spring 2014.

d) **AEDs**

Jayne reported that Ron Perez has been very responsive to Health Services AED (automated external defibrillator) suggestions.

Jayne reported that she had the chance to meet with Derrick Johnson, Supervisor for Environmental Health & Safety. Jayne and Derrick will be working together on the AED Master Plan Program (Ron Perez will provide the funding) with [San Diego Project Heartbeat](#). This agency will provide us with a needs assessment of the whole campus including new buildings.

Chris asked if the Escondido Center AEDs installations could be brought to the top of the project list – he would like to get a few ordered and installed. Jayne inquired as to which group (San Diego Project Heartbeat or San Marcos Fire Department) should be involved. She indicated that we obtain a discount if we order multiple AEDs at one time. At the current time, the orders are three months in arrears.

Chris asked Jayne to work with Derrick, Tom Medel and Jaime Moss and order the AEDs ASAP.

Marilee thought there was a law where AEDs must be installed in all new buildings. Chris indicated no – there is a separate process that the college follows. Jayne responded that we must follow the guideline where the AEDs must be accessible within three minutes and Campus Police, Health Services and the San Marcos Fire Department all can readily respond within that timeframe. At the Escondido Center, Escondido Fire Department is right across the street. San Diego Project Heartbeat and the San Marcos Fire Departments have all the AED guidelines which are more than Jayne's information. Brian Engleman shared that Campus Police is trying to have an AED installed at their office at the Escondido Center.

e) Hands-Only CPR Training

Jayne reported that her department is also working on “hands-only” CPR training that San Diego Project Heartbeat will conduct along with the Escondido Fire Department. We were trying to get it done before Derrick started...; however Jayne and Derrick will work together on this project and Jayne wanted to ensure everyone that we will be having training.

f) Student Mental Health Initiative

Jayne shared that she is the liaison to the Chancellor’s Office for the [Student Mental Health Initiative \(SMHI\)](#) which promotes and applies strategies to strengthen student mental health statewide across K-12 educational systems and through institutions of higher education. Jayne recommends that employees register, through Professional Development, for the upcoming “Addressing At-Risk Behaviors in the Classroom” training.

Jayne reported that Health Services contracted to provide licensed psychologists to our Counseling Department. The College also has a new Dean of Social & Behavioral Sciences, Dr. Jack Kahn, who is a license psychologist who is going to work with Jayne with a doctoral intern program to provide for students on-campus. None of the Counselors in the Counseling Departments are licensed psychologists – they can do brief, personal counseling – they cannot do therapy or provide mental health diagnosis. We don’t want to be a diagnosis center; however we want to identify and get students to the correct organization.

g) Blood Drive

Jayne shared that Health Services and the Palomar College Fire Club are co-sponsoring a blood drive the week of Monday-Thursday, September 23rd through September 26st from 7:30 a.m. to 6:30 p.m., and Friday, September 27th from 9:00 a.m. to 3:00 p.m. on the fire lane by the GJ Building on the main campus and at the Escondido Center on Tuesday, October 29th, and Wednesday, October 30th.

5. **ASG**

There was no report.

6. **Environmental Health & Safety Office-Chris Miller/Derrick Johnson**

Chris introduced Derrick Johnson and provided a history of his prior job experience. Chris and Derrick are working on a number of projects which include the following:

- Workplace Accommodations
- Working within Facilities obtaining all the required licensing for generators, etc.
- Working on the migration of all the Stormwater processing/procedures

On a separate note, EHS has processed two workplace accommodations

a) Bike Racks

Chris indicated that he was successful in obtaining more bike racks for the MD Building and the Escondido Center.

b) Drinking Fountains

Derrick reported that one of Facilities/Building Services Maintenance Plumbers conducted a lead test, this month, on all San Marcos Campus drinking fountains. The results indicated that no lead was found.

c) Noise Decibel Evaluation

Derrick reported that he was asked to provide a noise decibel evaluation for an unidentified department on campus.

C. Action Item/Second Reading

There were no second reading items.

D. First Reading

There were no first reading items.

E. Discussion/Other Items

I. Information Notification Systems Testing/Brian Engleman on behalf of Tony Cruz

Brian provided the following report:

In the spring 2013 semester, Campus Police was tasked with performing testing of the InformaCast mass notification system. In partnership with the Escondido Center staff and Information Services, along with the Communications Office, Campus Police set out to develop and implement protocol & testing.

On March 5, 2013, Chief Cruz met with Tom Medel and Don Sullins to develop a timeline and protocol for the InformaCast testing. At this meeting, it was determined that each participant would be responsible for functions as follows:

- Information Services (Don Sullins) – Install hardware/software as necessary; train Police and Communications staff to deploy InformaCast system; implement all technology; assess after-action reports and adjust/correct as necessary.
- Police Department (Anthony Cruz) – Facilitate training; develop testing protocol; implement testing; provide report on results; support Escondido Center as needed.
- Escondido Center (Tom Medel) – Implement testing protocol at Escondido Center after installation of hardware on-site; provide report on results of Escondido Center testing.

The testing for HS, MD and NS buildings were set for the week of Spring Break. Test messages were developed on March 20; training provided on March 26; the MD building was tested on March 26th; and HS/NS buildings were tested on March 28th. All other buildings were tested throughout the spring/summer intersession and the summer semester.

MD-building: No phones were located in rooms 102, 202, 302, 152, 153, 141, 242, 274, 260, 374, 342, 355, and 368. Some of these rooms were closets and/or “service rooms”, and do not require phones. These should be re-evaluated by Information Services to determine whether phones are ever needed. Issues with the message being heard were noted in rooms 148 (x3078), 266 (x3734), 269 (x2955), and 216. It was noted during the test that phone volume was irregularly overridden, or not at all. Furthermore, phones connected to a headset had to be disconnected from the headset in order to be heard. Room 347 was inaccessible. The master keys did not work on this door. Campus Police recommends this be task be looked into.

NS-building: It was noted that a functional connection to the InformaCast system would be useful in the elevators, which should apply to all buildings with elevators. Some of the rooms without phones were large storage rooms, in which it appeared likely staff may spend significant amounts of time, and some of these rooms may benefit from installing phones for the purpose of InformaCast notifications. No phones were located in rooms 146, 149, 113, 119, 118, 240, 246, 242, 216, 222, 224, 212A, 212D, 207E, 218, 342, 355I, 341, and 340A. Phones in rooms 329 and 336 were not functional at all, and may need to be replaced or connected. Room 110 had a phone which was *not* Cisco, therefore incapable of transmitting the message. The InformaCast message was not heard on phones in rooms 140, 147D, 147E, 221, and 207D. Volume issues were noted in rooms 138, 131, and 241. The key did not work for room 249 (PFF office?). Also noted was a primary access door blocked by a filing cabinet in room 248, representing a significant safety hazard in case of a need to evacuate.

HS-building: Phones did not work in room 108 and 200H. In the lab rooms of 105, the phones had been set to override the announcements, and mute them. It is recommended that this function be disabled. In an emergency situation, students and faculty would not hear the necessary broadcast.

O-building: There were no phones in rooms 10E, 11, 12, 14, and 15. Some of these rooms are classrooms, and phones should be installed ASAP.

G-building (Dome): There are no phones in rooms 4, 8, the Studio, Coaches’ Locker Room, and Men’s Locker Room.

Bookstore: There is no phone in the safe room in the rear of the store.

Cafeteria: No phones in the service/public area, offices have very low volume.

CT: The weight rooms do not have phones.

SU-building: no phones in 19A, 18, 24, 28, 30, 203 & 204. One or more of these rooms had a phone with low volume (evaluator did not differentiate).

F-building: No phones in rooms 3D, 7, and 9.

Swimming Pool: No phones or broadcasting medium in either locker room, as well as in the general swimming area (around the pool).

Q-building: No phones in rooms 1, 2, 4, 8, 9, and 10.

P-building: No phones in rooms 1, 3, 5, 7, and 9.

E-building: No phones in rooms 5-13.

Child Development Center: Ext. 3475 was not working/transmitting.

RS-building: No phone in room 5.

Library: No phone in the lounge on first floor.

BES-building: No phone in room 1.

GJ-building: Under construction...no evaluation available.

DSPS: Extension 2298 not working.

NA-building: No phone in room 2.

NB-building: No phone in room 1A.

SSC-building: No phones in rooms 2, 3, and 5. Extension 2347 not working.

T-building: Most phones did not work (evaluator did not list). In classrooms/labs, phones cannot be heard. Recommend repeated test on this area to determine necessary actions.

Planetarium: Not functional at the time of evaluation.

ITC: Not functional at the time of evaluation.

Tom Medel interjected that testing was successfully completed at the Escondido Center on Tuesday, September 3rd.

Chris indicated that this system will be part of the District's Emergency Preparedness Plan

2. **Blue Emergency Phones/Vic So'oto on behalf of Tony Cruz**

Vic reported that Don Sullins, Director, Information Services, decided that the District would install Talk-A-Phones instead of the blue emergency phones. A project is underway to install Talk-a-Phone emergency phones in several campus parking lots.

3. **Skateboard Rack/Chris Miller**

Chris reported that the Skateboard Rack has been discussed here and with the Facilities Review Committee. The Safety & Security Committee was fine with ordering a skateboard rack. Chris shared that he and Donna will take this item back to the Facilities Review Committee to obtain approval to install one prototype model at the MD Building.

4. **EVAC-Chair Training/Donna Renner**

Donna reported that she contacted a representative at Stryker EMS (emergency medical services) last spring who indicated they will be happy to provide an EVAC-Chair Training session (free) for Palomar College.

Chris shared that a number of years ago, the District experienced a power outage at the NS Building where we had a number of disabled students stuck on the third floor. He gave a brief description on what occurred and how Facilities employees had no prior experience in evacuation tasks involving disabled students. Facilities employees ended up carrying these individuals down the stairs in their electric wheelchairs because of their oxygen tanks, etc.

Donna was directed to contact the Disability Resource Center to see if they would have any objections to this training.

5. **Emergency Preparedness Plan/Chris Miller & Derrick Johnson**

Chris reported that he and Derrick have reviewed the college's Emergency Preparedness Plan and that is Derrick's #1 priority which Ron Perez has indicated in their meetings with him.

Chris shared that this committee will be heavily involved in this process.

F. **Safety Concerns**

I. **Facilities Yard Main Gate**

Donna reported that since the school year has begun, we are experiencing problems with drivers parking in the middle of the main gate to the Facilities compound. They usually do this because they are picking up students from classes.

Donna explained that she tactfully goes out and informs the drivers that they can't park there – some people are nice but others are not.

Donna wanted to know if there was something that could be done about this situation – perhaps creating a 20-minute zone in Staff Parking Lot 8. Donna is aware that the same issue is occurring in Parking Lot 1 in front of Building "A."

Vic responded that there are twelve (12) 20-minute parking spaces available for this type of usage in Parking Lot 1 by the Rose Garden/Theatre complex.

Chris asked if Campus Police could send out a general email to the campus community to inform them that there is a 20-minute parking zone available.

Marilee and Donna both indicated that it isn't campus employees; it is student's friends and family that are parking where-ever. Donna reported that these drivers have gotten pretty nasty with her in the past. Brian reported that he would bring this issue to Chief Cruz's attention as it may be something Campus Police could address with changes in enforcement.

2. Visitor Parking Sandwich Boards Signs

Donna reported that in front of Building “A” where the brick wall juts out near the disabled parking signs facing Lot I, there are multiple “sandwich signs” on the sidewalk indicating visitor parking. Donna has personally witnessed disabled students tripping and falling over these signs which she considers a safety hazard to these individuals.

Donna asked if permanent signage (visitor parking) signs could be installed instead (they would be the same height as the disabled signage that is already installed in the same vicinity). Brian Engleman, Campus Police, who was a guest at our meeting, responded that President Deegan had indicated that we could not install permanent signage as it would affect the defacement/appearance of that side of the building.

Donna was directed to contact the President’s Office for clarification.

3. Escort Requests for Cart Rides

Donna reported that the Facilities Office is getting more and more calls from our Facilities employees who are flagged down on campus, almost daily, while driving their carts by students (these may be disabled students or elderly or simply students who are injured and walking with crutches), asking for rides. Of course, we are not allowed to do that task so the “guys” are calling us to notify Campus Police and/or the Disability Resource Center for assistance.

These types of requests are getting more frequent. In our Facilities Office staff meeting on Friday, August 30th, we discussed this and Ana Maria Wright recommended that certain locations be setup on campus where Campus Police CSOs and/or Disability Resource Center (DRC) employees could check periodically (every ½ hour to one hour) to see if there were students/visitors requiring rides.

Any ideas would be greatly appreciated on how to implement this type of request.

Brian indicated that perhaps this could be addressed in the future to provide shuttle services. Campus Police personnel cannot assist in transporting disabled students.

4. Escondido Center Safety Improvement Updates

Jaime reported on the installation of security cameras and improved lighting in the Escondido Center Parking Lots. The 600 and 700 wings have been alarmed and the flow of the parking lots is much improved.

G. Adjournment

The meeting adjourned at 2:25 p.m.

Reminder: Next meeting is **scheduled** for
Wednesday, October 2, 2013, 1 p.m., Room AA-140