



SAFETY & SECURITY COMMITTEE MINUTES

October 1, 2014

A regular meeting of the Palomar College Safety & Security Committee scheduled for *Wednesday, October 1, 2014* was held in RS-5. Derrick Johnson called the meeting to order at 1:00 p.m.

ROLL CALL

Present: Conway, DiMaggio, Dryden, Finton, Filice, Johnson, Keinath, Lofthouse, Miller, Nebelsick-Tagg, Silva, Wick
Absent: Hornsby, Kinsinger, Medel
Guest: Boguta-Reeve, De La Torre, Doerfler
Ex-Officious Absent: Nelson, Wright
Recorder: Donna Renner

A. MINUTES

1. Approve Minutes of April 2, 2014, May 7, 2014 & September 3, 2014

The draft meeting minutes of April 2, 2014, May 7, 2014 and September 3, 2014 were deferred until the November 5, 2014 meeting.

B. DISCUSSION/INFORMATION ITEMS

1. Workers Comp

Victoria De La Torre, reporting on Lucy Nelson's behalf, provided the following information for the month of September 2014: 2 claims

Of the two (2) claims processed, one was first aid, non-industrial and one was a repetitive hand injury.

2. Campus Police

Mark shared that because Campus Police is working on the Cleary report they did not have the opportunity to provide a report for today's meeting. The Cleary report was provided to the Department of Education.

Incident Count	Description	Incident Count	Description	Incident Count	Description
	Accident Report		Alcohol Offenses		Arrest
	Arson		Assault		
	Battery		Burglary		Criminal Threat
	Attempted/Threatening Suicide		Disturbing the Peace		Disturbance
	Domestic Violence		Drugs-marijuana		Drunk in Public
	Embezzlement				
	Forgery		Graffiti		Grand Theft
	Fraud		Hit-and-Run		Impounded/Stored Vehicles
	Harassment		Information Only		Indecent Exposure
	Lewd Conduct		Lost and Found		Lost District Keys
	Locker Burglary		Medical Assists		Missing Property
	No License				
	Non-Injury Accidents		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
Not provided	Skateboarding	Not provided	Smoking		
	Stalking		Student Conduct Violations		Suspicious Activity
	Stolen/Recovered Vehicles		Traffic Accidents		Vandalisms
	Stolen License Plate				
	Towed/Stored Vehicles		Vehicle Burglaries		Vehicle Vandalisms

3. **Risk Management**

Chris Wick shared that she had no report; although she reported that her office averages two (2) incident reports on a daily basis.

4. **Health Services**

Jayne reported on the following information for the month of September 2014.

a) **Tobacco Education**

Vice-President Gonzales has directed Jayne to push tobacco education on the campus community. As everyone is aware, smoking on campus is a big issue. The Facilities Department was nice enough to provide a listing of where all the signs (Jayne did not elaborate) are campus-wide.

Health Services in conducting a Tobacco Free survey, outside of the Student Union Building, of as many students as they can on the smoking issue and placing an ad in The Telescope newspaper of the campus position on tobacco.

5. **ASG/NO REPRESENTATIVE**

No report.

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

Derrick reported on the following information for the month of September 2014:

a) **Photo Lab**

Derrick mentioned last month that we had some instructors and staff that were concerned about the Photo Lab's inhalation, chemicals and film processing so the Environmental Health & Safety Office had some hygienists' come out to our site and run some hyperbaric tests and the reports came back with low EPO.

7. **Action Item/Second Reading**

No action item.

C. **First Reading**

I. **Video Camera in Tutoring STAR Center/Barnaba and/or Kahn**

The Video Camera request for the Tutoring STAR Center has been deferred until the November 5, 2014 meeting.

E. **Discussion/Other Items**

I. **Improper Disposal of Cigarettes/Johnson**

Derrick shared that there was a handout "Palomar Community College District Fire Activity due to Improper Disposal of Cigarettes" that Derrick briefly discussed at a prior meeting. This handout gives a rundown on what had transpired on the actual events – one occurred in April and the other was in June 2014. The internal responders were Campus Police, Custodial Services, Derrick, and the San Marcos Fire Department, an outside responding agency.

The first incident occurred outside the ITC Building outside the break area in the bushes just below the auto body shop near the Child Development Center. The fire was definitely caused by cigarettes as used cigarette butts were found at the scene.

The second incident occurred again at the ITC Building located near the Diesel Shop ramp near the back parking area. Unknown persons had placed a cigarette into a nearby log which created smoldering. A homeowner was observed using a garden hose to extinguish the fire. The San Marcos Fire Department was not called; however the incident was documented by Campus Police. The first incident was definitely caused by cigarettes found at the scene.

Derrick indicated that President Deegan wasn't aware of these events and we may need to revisit the cigarette policy. At the September 3rd Safety & Security Committee meeting, Derrick made the following "corrective actions" recommendations:

- Enforce campus-wide "no smoking policy" for campus employees, students and visitors
- OR
- Provide designated smoking areas for campus employees, students and visitors.

Chris (Miller) will take this handout to the Finance & Administrative Services Planning Council. Marilee shared that she had taken this information to the Faculty; however as of today's date she hadn't heard back from them so she will do another follow-up email with them.

MSC (Conway/Lofthouse) to move to action/first reading

MSC (Johnson/Nebelsick-Tagg) to move to action/second reading to approve the "Palomar Community College District Fire Activity due to Improper Disposal of Cigarettes "corrective actions" recommendations.

2. Cigarette Policy: E-Cigarettes/Conway

Jayne indicated that the City of San Diego has gone all smoking, tobacco and nicotine-free and they just recently changed their policy to say that e-cigarettes are included in the areas that are considered "no smoking."

Jayne also shared that she was asked to bring, to today's committee meeting, the current policy for students if they are smoking on campus. She indicated that Gena Knutson, who manages the tobacco control program for the Vista Community Clinic, would be discussing e-cigarettes regulations at the City of San Marcos City Council meeting on Tuesday, October 28, 2014. The City of San Marcos is looking at banning the use of cigarettes and e-cigarettes wherever traditional smoking is not allowed. The Vista Community Clinic has also worked with the cities of Carlsbad and Oceanside on the same cigarette and e-cigarette policies.

Jayne distributed copies of the following handouts:

- Electronic Cigarettes – Why should we Care?
- Regulating Toxic Vapor – A Policy Guide to Electronic Smoking Devices

Jayne indicated that according to certain studies, e-cigarettes have been found to contain a number of dangerous substances which are suspected of being harmful to humans. Students and Staff have been found to be using these devices inside classrooms and also have found students smoking cannabis (which includes black-tar heroin) on campus.

Jayne will be bringing more information on this subject to future committee meetings.

F. Safety Concerns**1. Medical Injury Reports**

Jayne indicated that “[Medical Injury Reports](#)” by the witnessing faculty and staff must be documented as to whom the witness is. Once completed, the form must be given to Derrick Johnson/Office of EHS and Chris Wick/Risk Management.

Derrick shared that a lot of times these reports are coming to us incomplete so Donna, as part of a Facilities Office function, will be emailing the department Academic Department Assistants to inform their faculty that the reports are incomplete when they are forwarded to the EHS Office.

Marilee and Derrick shared that they believe this item is not a safety hazard it is more of a logistic issue.

2. Escondido Charter School/Neighbor of Escondido Center

Michael shared that the Escondido Charter School parents are using the Escondido Center’s parking lots to drop off/pick-up their students, between the hours of 7:30 a.m. to 8:30 a.m. and 2:30 p.m. to 3:30 p.m., creating a safety hazard where their students have almost been hit by Drivers who are unable to see them.

Chris indicated that there is a fence between our campuses; however the parents constantly drop off their students in our lot and a lot of these children are very young (3rd-to-4th graders).

3. MD-155 Exterior

Dolores shared that there were five (5) students with bicycles going from the end of the walkway and jumping the steps on the exterior of the building. Derrick told Dolores that she should have contacted Campus Police on this incident.

G. Adjournment

The meeting adjourned at 2:57 p.m.

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