



SAFETY & SECURITY COMMITTEE

MINUTES

October 4, 2017

A regular meeting of the Safety & Security Committee was held October 4, 2017. The meeting was called to order at 1:05 p.m. by Environmental Health & Safety Supervisor, Derrick Johnson.

Roll Call

Members Present: Michael Finton, Judy Harris, Sean Heath, Tamara Holthaus, Derrick Johnson, Casey Koss, Dan MacNeil, Connie Sterling, Nayeli Vasquez, Chris Wick
Members Absent: Cheryl Ashour, Tom Medel, Chris Miller, Chris Moore
Ex-Officios: Wendy Corbin
Guests: Dennis Astl, Michael Maines, Gregg McKay, Irene Nunez
Recorder: Sadie Gropen

A. APPROVAL OF MINUTES

Judy Harris had a change to the wording of Information Item B4 under "Health Services." The September 6, 2017 minutes were approved upon agreement that the sentence would be altered. Minutes are posted on the Palomar College website as follows:
<https://www2.palomar.edu/pages/safetyandsecurity/minutes-and-agendas/current/>

B. INFORMATION ITEMS

1. New Member Introductions
Johnson led the introduction of new Safety and Security Committee members.
2. Workers' Comp (Exhibit B1)
Corbin reviewed a Worker's Compensation report for the month of September 2017.
3. Campus Police
Campus Police had nothing to report.
4. Risk Management:
Wick reviewed the following Risk Management report for September 2017:

Ten (10) total incidents:
 - Two (2) cuts
 - Two (2) sprains
 - Two (2) strains lifting weights
 - One (1) scrape
 - One (1) burn
 - One (1) smashed toe
 - One (1) trip and fall

4. Health Services:

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

Harris reported that most of the injuries were fairly minor (including bee stings), except for one significant injury from a softball to the face that resulted in a fractured bone and a broken nose. Harris said she will forward the medical injury report to Wick and Johnson. Harris also mentioned that there was a snake found in the arboretum. Johnson mentioned that there was signage that was placed in the arboretum by Facilities. In addition, Harris told Wendi that there are still employees who are seeking treatment in Health Services instead of contacting Company Nurse.

5. ASG

Vasquez reported on a survey of ASG members that they would like more cameras in the parking lots. Johnson explained that there are a few cameras in the parking lots, and there is a safety infrastructure committee that has been formed with one of the topics being adding more cameras on campus (such as the main corridor of campus and by the Student Union).

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

Johnson reported on the Environmental Health & Safety Office Monthly Progress Report for September 2017.

C. **ACTION ITEMS/SECOND READING**

None.

D. **ACTION ITEMS/FIRST READING**

None.

E. **DISCUSSION ITEMS**

1. Safety and Security Window Film Application for Campus– Irene Nunez (3M Territory Manager), Gregg McKay (President of Nu-View), and Dennis Astl
Nunez and McKay presented on safety window film applications for the campus to help building resistance against safety threats. The films could would act as a protective layer over the existing windows and are meant to make it more difficult for potential violent threats to enter the building and protect against the spreading of glass shards. They also come in a variety of tints to allow greater comfort for inhabitants. The committee thought that the film was a good idea, but wanted to focus on select buildings – either areas with a higher concentration of people (i.e. the new library) or areas that are particularly sensitive to safety concerns (i.e. the Early Childcare Education Lab School.)
2. Security Cameras for Performing Arts Complex (PAC) Theater – Johnson (**Exhibit E2**)
Johnson described the need for security cameras for the PAC and presented the committee with different quotes that addressed different levels of security concerns (Exhibit E2.) The need for cameras is prompted by a number of break-ins and vandalism occurrences that have been targeted at the PAC in the last couple of years. The committee thought it was a good idea, but it was recommended that Facilities involve the PFF and CCE in future discussions.
3. September 6, 2017 Safety and Security Safety Concerns/Action Items Recap – Johnson (**Exhibit E3**)

Johnson reviewed the safety concerns from the Safety and Security Committee meeting on September 6, 2017. He addressed the different action items completed, currently being addressed and pending. The full recap can be viewed as **Exhibit E3**.

F. SAFETY CONCERNS

1. Harris:

Adrian Gonzales is aware of the issue of bicycles on campus and he is working on creating a task force to create a bicycle policy. Johnson also mentioned skateboards as an issue. Gonzales and Harris also had a discussion about golf carts, with departments using it for both supplies and also for personal transportation. Gonzales was considering adding bicycle lanes or a golf cart path outside of the major pedestrian thoroughfare. Sterling mentioned that she gets challenged by students on skateboards/bicycles because there are golf carts on campus. Harris also mentioned that they're looking at creating a service animal/pets policy.

2. Sterling:

In her division meeting, Diane Studinka brought up that the new fence that was put up by Parking Lot 12 cut into the student walkway, so now there is no walkway. Corbin mentioned that somebody in the HR department complained about that as well. Johnson mentioned he will speak with Dennis Astl.

3. Heath:

He mentioned that people have been parking in the service road between the lab school and Minkoff Field. He suggested placing bollards in the entrance to stop traffic. Johnson also mentioned adding a swing gate to the entrance. Maines mentioned the possibility of enforcing parking ordinances as long as there is proper signage.

4. Finton:

There are issues with the parents with kids at the charter school parking/dropping their kids off in the Escondido Center parking lot both in the mornings and the afternoons. There are kids also running through the parking lot while they wait for their parents to pick them up. Medel spoke with the principal of the school a few years ago to let parents know not to do that, but it's still happening. Corbin mentioned that their might be a liability issue involved as well with the safety of the kids.

5. MacNeil:

The Biology Department is discussing that students are being found in classrooms on weekends unattended. There are a number of microscopes missing and other left. Everybody is being instructed to lock the doors at the end of the day and during weekends. The faculty had been leaving the doors opened/unlocked because some of the students asked to come in during the weekend. Corbin and Wick both pointed out the potential liability of having students unattended through high value items, and also chemicals and other hazards. Maines asked whether the missing items were reported to the police, but MacNeil said there was no mention that it had been reported. Johnson said that he will reach out to the Dean and have her contact Chief Moore.

6. Vasquez:

She said she doesn't see the window films being incredibly important because she's never seen an attack on campus, but will bring it up during the ASG meeting. She mentioned that after discussing with the ASG regarding potential safety concerns that lighting on campus is a big issue. Maines said he can come to the next ASG meeting and have them describe which areas are especially dark, and also talk about campus safety. She also mentioned that an ASG member got stuck in an elevator in the H Building and

the emergency button did not work. Johnson said he will look into it and mention it to the Otis representative.

7. Johnson:

The EME program at the Escondido Center receives donations from fire departments and other agencies and store at the hazardous waste area. Johnson told Finton that they need to limit the amount that's stored/disposed of there. MacNeil asked the best way to dispose of the waste and Johnson said they only way to do it is the EH&S department can give them a container and an inventory of what's inside, and then have Stericycle dispose of the waste.

G. **ADJOURNMENT**

There being no further business, the meeting was adjourned at 2:35 p.m.

**NEXT SAFETY & SECURITY
COMMITTEE MEETING**

November 1, 2017

1:00 P.M.

Location: RS-5