



SAFETY & SECURITY COMMITTEE MINUTES

October 6, 2004

A meeting of the Safety & Security Committee was held on *Wednesday, October 6, 2004, at 2:00 p.m.*, in RS-5.

Call to Order

Kelley Hudson-MacIsaac called the meeting to order at 2:02 p.m.

Roll Call

Members Present Norma Bean, Paul Charas, Tony Cruz, Eric Duvall, Mike Ellis, Nancy Horio, Kelley Hudson-MacIsaac, Ken Jay, Pam Keinath, Karen Mifflin and Don Thompson

Members Absent: Jayne Conway, Brian Engleman, Michael Finton, Katherine Gannett, Donna Greene and Dolores Silva

Ex-Officio Members Absent: Lucy Nelson and Pam Webb

Guests: Theo Brockett, Brian Herritt, Lorne Landry/American Surveillance & Security and Brian Wong/Keenan & Associates

A. Minutes

MSC Jay/Mifflin None opposed.

The proceedings of the meeting of September 1, 2004 were approved. Minutes are posted on the Palomar College web page as follows: <http://www.palomar.edu/committees.htm>.

B. Unfinished Business – Second Reading

1. AEDs

It was the recommendation of the committee that the AEDs proposal be brought forward to the Administrative Services Planning Council.

2. SWACC Report & Recommendations

Kelley reported that she had contacted all the departments listed in the SWACC report and has had good response from the majority of the departments.

3. Goals 2004-2005

a) PIPS Program (Protected Insurance Programs)¹²

California school and college districts have determined there is a need for affordable workers' compensation coverage by combining their respective efforts

¹ Keenan & Associates has emerged as true innovators by creating and implementing a new generation workers' compensation program – a hybrid self-insurance and re-insurance model that now covers 381 school districts and community colleges in California. Keenan's Protected Insurance Program for Schools and Community Colleges (PIPS) may be the single largest workers' compensation insurance pool for schools in the state, and perhaps the country.

² Governing Board Approved: May 11, 2004

to establish, operate, and maintain a Joint Power Agency for workers' compensation coverages.

Brian, Keenan & Associates, reported that he has examined three years of the District's workers' compensation claims.

Kelley briefly shared that Brian will be providing safety training campus-wide first to Managers and Supervisors and then to employees. The first training session will be conducted at the Facilities Department.

Training sessions may encompass:

- Work stations
- Repetitive stress
- Safe lifting
- Slips and falls

b) **Health & Safety Expo**

Kelley reported that Health Services will be sponsoring the campus Health & Safety Expo on Wednesday, October 20th, from 9:00 a.m. to 12:30 p.m. to support the Wellness of our students and staff. There will be over 35 booths represented including employee benefits.

Kelley will have a booth representing Environmental Health & Safety and the Safety & Security Committee. Kelley invited committee members to stop by and volunteer at her booth. It would be a great way for staff to meet the members of the Safety & Security Committee.

Brian will be representing Keenan & Associates who will be handing out freebies and providing information on office ergonomics.

Norma asked if it would be possible to offer a mini Health & Safety Expo at the Escondido Center. Kelley recommended that Norma contact Pam Webb at Health Services.

c) **Updated Emergency Procedures**

Kelley reported that her office will be updating the Emergency Procedures flipcharts. Kelley will email committee members a copy of the flipchart so that everyone can peruse the document for modification recommendations.

Kelley reported that her office is considering remove the evacuation maps from the flipchart and posting them separately in department offices and on Environmental Health & Safety's web page.

d) **ID Projects**

Kelley reported that the committee needs to identify safety related projects for potential funding (example: slips, trips and falls).

C. **Reports**

1. **Campus Police – Tony Cruz**

Tony reported on the following:

- A motorcycle was stolen from Parking Lot 12
- Three arrests have occurred in the last two weeks: one involved a 14-year old driving an SUV who was packing tools to burglarize. Youth was released to the custody of parents. The other arrests involved two young males (non-students) speeding through Parking Lot 12 from Avenida Azul. When stopped, officers discovered an open container and a bag of Marijuana and other drug

paraphernalia. In yet another incident, a very drunk individual was found laying face down on the ground by the Howard Brubeck Educational Theatre. Individual was arrested and transported to the Escondido Police Department's Detox Center where he slept it off for approximately six hours.

- Campus Police has noticed an increase in medical assists at the T-Building. All police reports have been given to Ken Jay. Kelley requested that her office also receive a copy of these reports.
- Campus Police has been stepping up surveillance on stop-sign runners. Individuals are given warnings or they are issued citations.

Kelley requested status on the closing of Parking Lot 12 to Parking Lot 11. Tony replied that the request had been brought forward to the Administrative Services Planning Council.

2. **Risk Management – Ken Jay**

Ken reported that the District has eliminated two lawsuits one of which was settled and the other case involved the individual who jumped off the wall at the Bookstore who has decided not to press charges. These lawsuits have cost the District approximately \$35,000 to \$40,000.

Ken also reported that the District recently received a claim stating that a visiting adjunct professor had injured himself on campus back in January 2004 and wants the District to pay all his medical claims.

3. **Workers Compensation – Nancy Horio**

Nancy reported that the Interim Benefits Specialist, Lucy Nelson, has received seven workers comp cases; none of which was severe. Kelley reminded Nancy that the Benefits Specialist usually provides her office with a monthly report. Kelley will meet and discuss this with Lucy.

4. **Health Services**

There was none to report.

5. **ASG**

There was none to report. Kelley welcomed Paul to the Safety & Security Committee and informed him that if the ASG had any items to discuss, that Paul can contact Kelley, Don or Donna for inclusion on the Agenda.

6. **Environmental Health & Safety – Kelley Hudson-MacIsaac**

Kelley distributed copies of the Quarterly Reports on Staff Incidents (which includes student workers) and the Quarterly Reports on Student Incidents. The summary outlined the following:

Quarterly Report on Staff Incidents

Department	July- September 2004	Total Incidents
Aramark (Food Services)	1	1
Building Services	3	3
Child Development	1	1
Cabinet Furniture Technology (CFT)	1	1
Comet Copy	2	2
Custodial Services	1	1
English	1	1
Grounds Services	2	2
Library	1	1
Performing Arts – Dance	1	1

Injury Types	July-September 2004	Total
Cuts	7	7
Strains	4	4
Fall (running, walking)	1	1
Crush	1	1
Bruise	1	1
Rash	1	1

Part of Body	July-September 2004	Total
Head/Face	2	2
Elbow	1	1
Hand	6	6
Back	2	2
Knee	1	1
Arm	2	2
Comprehensive	1	1

Quarterly Report on Student Incidents

Department	July- September 2004	Total Incidents
PE/Athletics	6	6
Parking Lots	6	6
Exterior (other than parking lots)	6	6
Welding	3	3
Art	3	3
Child Care Center	3	3
College for Kids Program	2	2
Math	2	2
Life Sciences	2	2
Cabinet Furniture Technology (CFT)	1	1
Student Union Building	1	1
Business Education	1	1
Auto Body	1	1
Performing Arts – Dance	1	1
Performing Arts – Theatre	1	1

Injury Types	July-September 2004	Total
Cuts	12	12
Burns	3	3
Fall (running, walking)	4	4
Fall (sitting)	2	2
Insect Bites	6	6
Hives	1	1
Physical Activity	10	10
Bumped into Object	1	1
Twisted Ankle	1	1
Bruise	1	1

Part of Body	July-September 2004	Total
Head	1	1
Face	4	4
Shoulder	2	2
Arm	2	2
Wrist	2	2
Hand	10	10
Knee	6	6
Ankle	2	2
Leg	3	3
Back	1	1
Foot	1	1
Hives	1	1
Insect Bites	6	6

Brian wondered how well instructors are monitoring their students and recommended that we identify departments that require more assistance in this area.

Kelley gave a brief update, to the committee, on the Environmental Health & Safety monthly report for September:

- Twenty-one (21) safety incidents have been processed on Facilities Work Requests.
- Don has been overseeing Information Services' work in confined spaces campus-wide (man-holes)
- Six (6) ergonomic requests were completed or in progress
- Two (2) major office modifications were completed or in progress
- Solicited hazardous waste pack up
- Academic Technology Group has been working with Don and ETV on converting the IPP document to a streaming video on our website. Don also hopes to have this presentation available on CD for implementation in the Human Resources Orientation Packets. Next project will be the "Right to Know."
- Don reported that the cart training needs to be updated. He will be soliciting financial support from electric cart companies to offset expenses.
- Kelley reported that she attended a meeting at the County Office of Emergency Services on Friday, October 1, 2004. The focus of the meeting dealt with the aftermath of an emergency.

D. New Business – First Reading

1. Security Cameras/Escondido Center

Police Officer, Brian Herritt, distributed a copy of the Fact Sheet he compiled on evaluating the needs and cost of installing security cameras in Parking Lot 3 at the Escondido Center.

The Fact Sheet summarized the following and included pictures of Parking Lot 3 at the Escondido Center:

On September 25, 2004, Interim Chief Tony Cruz, requested that Brian evaluate the need for and the costs associated with installing cameras in Parking Lot 3 at the Escondido Center. Chief Cruz advised Brian that numerous staff members had inquired about the cameras due to the ongoing criminal activity and element in the area surrounding the Escondido Center.

Brian began by researching on the Internet for any current articles or news items that involved surveillance cameras. Brian found three articles:

- Article 1: "The Sound End" – Washington State University Newspaper discussed the raise in parking fees that was needed to pay for surveillance cameras.
- Article 2: "ACLU Article" – Article against having surveillance cameras in public places.
- Article 3: "UT News Article" – University of Texas Newspaper discussed the surveillance cameras they have installed on campus.

Brian next researched local, state, federal and all applicable laws or regulations regarding installing surveillance cameras in a public parking lot and he was unable to find anything specifically dealing with parking lots. Brian found several articles regarding recording employees during work near restrooms or areas deemed private, recording on private property and mass production of recordings made in a public place. Brian emphasized that this does not mean such laws or regulations do not exist, he reported that as of this date he has not located any.

Brian reported that on Friday, October 1, 2004, he met with Lorne Landry, from American Surveillance and Security. Landry was heavily recommended by both the San Diego Sheriff's Department and the Escondido Police Department. Landry and Brian have discussed the possible liabilities that accompany installing such a system and Landry provided Brian with some credible information.

Landry advised Brian that he would be willing to assist the District by evaluating whatever system we would be looking at acquiring even if he is not the contractor and he would ensure that we would be obtaining a quality system. Landry advised Brian that a web-based network camera system is the best element for what we need a camera system to do. Landry stated that this system could be accessed using the PCPD "Q" Drive" from any computer. The user would required a password (access is determined by whomever is given the password). The system Landry suggested would be on a constant roving motion but in the event one must access the system, one can point-click and direct the cameras to go wherever one chooses. The camera is always recording and in the event of a crime or activity saving the evidence is as easy as saving a computer file. The system accommodates four (4) cameras. Approximate cost for system: \$8,000.

Brian brought forth the following positives and negatives regarding this proposal:

Positive	Negative
Visible deterrent to criminals	Possible liability aspect to District
Tool for PCPD to identify criminals	Maintenance and Upkeep
Accountability for Patrol and Performance	Potential for Employee Misuse
Real Time evidence of activity	Fear of "Big Brother" watching to employees/students
Allows for off-site monitoring of location	Off-site monitoring may replace physical patrol
Provides enhanced officer safety to officers	

Lorne Landry distributed a packet of information to each committee member which included a cost proposal of \$7,579.77. Landry briefly reported on the following product specifications:

1) **Spectra III SE Series Dome Systems**

Product Features:

- Three auto focus, high-resolution integrated camera/optics packages: five back box models
- Color/Black-white 80X Wide Dynamic Range and Motion Detection
- Built-in Back Box Memory
- ExView HAD CCD
- Window Blanking³
- Horizontal and Zone Blanking
- RJ-45 Data Port for Software Update and Setup
- On-Screen Compass and Tilt Display
- Multilanguage On-Screen Menus
- Password Protection
- Freeze Frame during Presets
- 7 Alarm inputs, 2 Programmable Auxiliary Outputs
- Built-in Surge and Limited Lighting Protection

2) **Toshiba 1K-64DNA IR Day/night CCTV Camera**

Product Features:

- 1.2 minimum illumination in B&W, 1.2 in color
- New IR-sensitive CCD with auto-switching infrared-cut filter for incredible low light and infrared performance
- Intelligent 3-mode switching for Color to B&W, AUTO, RS422 remote control and manual switching
- 570 horizontal TV lines in B&W mode
- 480 horizontal TV lines color
- Simple menu-driven programming
- Remote control from a keyboard or other devices by RS-422
- Up to 1/100,000 shutter speed
- 50dB signal-to-noise ratio
- 3 year warranty

3) **Digital Sprite 2/Digital Sprite 2 Plus (6, 9 & 16 camera high performance digital multiplex recorder range)**

Product Features:

- The Digital Sprite 2 range has been extended to provide two record-rate options.
- The Digital Sprite 2 Plus has a record capability of 120 pictures per second, while the Digital Sprite 2 has a maximum record capacity of 60PPS.
- Built-in network video transmission offers matrix-style multiple user network viewing and control over a LAN, WAN or Internet. All of this is available via a network viewer that provides dome control, quadrant event preview and the ability to view hidden cameras with full network password protection.
- Up to two internal hard disks provide more than 2 months high quality, continuous digital recording. All recordings have a digital signature applied and are accessible to the user at the touch of a single button or via powerful GOTO and event preview facilities. Recordings can be copied to external archive media for playback on a PC.

³ Window blanking allows a user to program up to eight, four-sided, user-defined privacy areas. Password protection prevents unauthorized users from changing the system systems.

- Simultaneous record, playback, background image archiving, multiple user network viewing and playback with no loss of performance.
- Network remote support allows remote system adjustments negating the need for site visits
- File export of digitally signed images over the network
- Built-in alarms and relays
- Alarm notification via email
- Audio recording
- Video Motion Search – allows the user to search back through recordings for movement in a particular area of the image.

Norma briefed the committee regarding a recent incident that occurred at the Escondido Center on Friday, September 24, 2004. Whereas, a young female was assaulted during broad daylight in Parking Lot 3; student suffered no physical injuries but may have psychological issues. Fortunately, the individual was apprehended and the Escondido Police Department believes the suspect is involved in three other similar assaults that occurred the same day.

The Escondido Center is surrounded by a large group of apartment dwellings. Several gangs live within these dwellings and hang-out in the alley-way directly behind the campus. Brian reported that these gangs are increasing in numbers dramatically (there are currently 40-50 members most of which are 13 to 14 years of age). Brian encounters four-to-five gang members a night on his patrol and is on a first-name basis with most. It is only a matter of time before there may be a drive-by shooting in the area from a rival gang.

Norma reported that Purchasing checked into purchasing surveillance cameras for the Escondido Center and the San Marcos Campus approximately three years ago and found them to be cost-prohibitive.

Regarding the liability issue, Ken recommended that the District must inform people that the surveillance cameras are there to protect the District's property not individuals. Signage would be installed indicating video surveillance 24 hours a day. Ken indicated that it is important to communicate with District staff on the limitations of this type of system.

Brian reported that he has been approached by several employees at the Escondido Center who expressed concern regarding the security cameras because they were worried about being caught-on-tape leaving work early.

It was the consensus of the committee that this be brought forward, with the stipulation that the proposal pertains only, at this time, to the Escondido Center, to the Administrative Services Planning Council, Strategic Planning Council and Resource Allocation Committee.

MSC Jay/Bean None Opposed

2. **Forklift Training**

Kelley reported that we have lost our old source for Forklift Training. The Environmental Health & Safety Office is currently working with Keenan & Associates to establish training.

3. **High Technology Laboratory Classroom Building Update**

Mike reported that the bid closed and will be brought to the Governing Board meeting of Tuesday, October 12, 2004. Challenges will occur in keeping people out of the construction zone.

4. **Installation of Netting at the Baseball Fields/Mission Road**

Mike reported that Joe Newmyer is providing one-time funding of \$100,000 to install a safety net along the Baseball/Softball Fields parallel to Mission Road. Safety netting would prevent baseballs from exiting the fields and striking cars thereby shattering their windows and would also prevent student athletes from running across Mission Road to retrieve the baseballs.

It was the consensus of the committee that this be brought forward to the Administrative Services Planning Council.

MSC Jay/Bean None opposed

E. **Safety Concerns**

1. **Wooden Bridge**

Kelley reported that the wooden bridge located on the northwest side of the Child Care Center will be removed (it was uneven and the wood was rotting) and replaced with a concrete sidewalk.

2. **SU Building/Bookstore**

Don reported that the grease container located behind the Bookstore/Cafeteria is emitting a bad odor and that the grease is spilling out onto the roadway. Kelley will follow-up with Bruce Bishop.

3. **Safety Concerns**

- Nancy Horio commended on the pedestrian walkway/common grass area in Parking Lot 1
- Tony Cruz reported that a female tripped on the curb near the stairs leading up to the DOME. Curb is black and at night is not visible to the eye.
- Brian Wong suggested that we establish flag-pin safety hazards on a campus map pinpointing slips, trips and falls. Campus map located in Facilities Conference Room will be used for that purpose.
- Ken Jay reported that the EDCO Trash Truck hit the back of the Bookstore and damaged the room where all their electronic equipment and safe is kept. Unlicensed assistant driver was at the wheel at the time of the incident. EDCO will be paying for all damages/reconstruction.
- Ken Jay also reported that there is an increase of bicycling and skateboarders on campus.
- Eric Duvall asked if student welders/woodworkers could be involved in the safety repairs on campus. Mike replied that there is a liability issue involved with students. Mike reported that Joe Schaeffer Diesel Technology Program works on the Facilities Department's bobcat and that Jay Miller's Welding Program has designed and built several trash containers for the San Marcos Campus.
- Karen Mifflin had nothing to report
- Pam Keinath had nothing to report
- Paul Charas had nothing to report
- Theo Brockett had nothing to report
- Mike Ellis reported that the bench located in the front of Library was broken and has been repaired. Mike Ellis also reported that a Facilities Work Request has been issued to install a fence along the bank by the Bookstore (Parking Lot 4).
- Norma Bean reported that while she was walking with Dean Patrick Schwerdtfeger recently in the vicinity of room P-32 (on the F Building side), Pat tripped on an uneven sidewalk and almost fell.

H. **Adjournment**

There being no further business, the meeting was adjourned at 3:39 p.m.

The next scheduled meeting is Wednesday, November 3, 2004, Facilities Conference Room (RS-5), at 2PM