



SAFETY & SECURITY COMMITTEE MINUTES

November 3, 2010

A regular meeting of the Palomar College Safety & Security Committee scheduled for *Wednesday, November 3, 2010, at 2:00 p.m.*, was held in RS-5. Kelley Hudson-MacIsaac called the meeting to order at 2:04 p.m.

Roll Call

Members Present: Brian Engleman, Jayne Conway, Tony Cruz, Kelley Hudson-MacIsaac, Pam Keinath, Anne-Marie Mobilia, Jaime Moss, Marilee Nebelsick-Tagg, Donna Renner, Dolores Silva, Josh Simmons and Tom Medel

Members Absent: Lisa Bertotti, Michael Finton, Lisa Hornsby and Key Jay

Ex-Officio Members Present: John Emerson, Katherine Gannett and Lucy Nelson

Guest: Karen Boguta

Kelley welcomed Anne-Marie Mobilia. Members introduced themselves.

A. Minutes – October 6, 2010

MSC (Nebelsick-Tagg/Medel) to approve the meeting minutes of October 6, 2010.

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

B. Discussion/Information Items

1. Workers Comp

Lucy reported that for the month of October 2010, three (3) workers' comp claims were processed; one of which was First Aid, one of which was a spill/fall on the steps near Classroom P-32 and none were from the Facilities Department.

Lucy discussed how important it is for her office to be informed regarding work-related medical injuries that occurs on and off-campus.

Human Resources must notify CAL-OSHA immediately (as soon as practically possible, but no longer than eight (8) hours after the employer knows or if the employer can demonstrate that exigent circumstances exist, the time frame for the report may be made no longer than twenty-four (24) hours after the incident) by telephone any serious injury or illness, or death of an employee occurring in a place of employment in connection with any employment.

Types of Accident Events Legally Reportable to DOSH:

- a) Fatality
- b) Serious Injury or Illness
Any injury or illness to one or more employees, occurring in a place of employment or in connection with any employment, which requires inpatient hospitalization for a period in excess of twenty-four (24) hours for other than medical observation, or in which an employee suffers the loss of any member of the body, or suffers any serious degree of physical disfigurement shall be reported to the Division.

Lucy stated that she would rather have multiple callings regarding the same incident than receiving no calls at all. Just call her on extension 2889.

CAL-OSHA will respond to any report within 24-hours so it is important that equipment be left as is; otherwise they will fine the District.

2. **Campus Police**

Tony Cruz reported that for the month of October 2010, the following incidents occurred:

Incident Count	Description	Incident Count	Description	Incident Count	Description
1	Arrest (Lot 12)	0	Assault	0	Attempted Burglary
1	Drugs-marijuana	0	Felony Vandalism	0	Forgery
0	Fraud	5	Graffiti	2	Grand Theft
2	Harassment	0	Hit-and-Run	0	Impounded Vehicle
0	Indecent Exposure	4	Information Only	0	Lewd Conduct
1	Locker Burglary	0	Lost and Found	1	Lost District Keys
7	Medical Assists	0	No License	0	Non-Injury Accidents
2	Petty Theft	0	Sexual Battery	0	Stolen Property
0	Stolen Vehicles	0	Student Code Violations	0	Threat
0	Towed/Stored Vehicles	0	Traffic Accidents	0	Vandalisms
1	Vehicle Burglaries	0	Vehicle Vandalisms	0	Warrant (arrest)
0	Weapons Violation	1	Water Leak (Lot 11)		

3. **Risk Management**

There was no report.

4. **Student Health Services**

Jayne gave the following report:

- a) 600 flu shots have been given and they are waiting on more shipments
- b) SHS has seen an increase in Whooping Cough cases
- c) The City of San Marcos will offer free flu shots on Friday, 11/5/10, from 2-4 p.m.

Jayne distributed a copy of the Facilities Department's Environmental Health & Safety Medical Injury Report and reported that she is working with Kelley and Tony to modify this form (a copy of this form is located on the Facilities and Student Health Services websites). A new "witness" signatory line will be added to the form.

Student Health Services keeps the original completed form in their office with copies being sent to the Environmental Health & Safety Office and Risk Management.

It was noted that Kelley's Office (EH&S) keeps track of all incidents, what happened and mitigates the situation.

High risk areas on campus include the following areas:

- ♦ Athletics
- ♦ Cabinet Furniture Technology
- ♦ Fire/Police
- ♦ Glass Blowing

There was brief discussion regarding the handout.

5. **ASG**

Josh stated that the students are concerned about the ash trays on top of the trash containers.

The Great American Smokeout is scheduled for Thursday, November 18, 2010 and is co-sponsored by the ASG, Student Health Services and the Vista Community Clinic.

6. **Environmental Health & Safety**

John reported that for the month of October 2010, the following activities occurred:

- Received and processed 40 service calls
- Prepared documentation for SWACC follow-up
- Classroom D-10 slip/fall incident occurred with risers
- Student Services Center trip hazard/hallway flooring information boxes
- Conducted forklift training for eight Palomar College employees (Cabinet Furniture Technology, Diesel Mechanics and Facilities).

Kelley discussed Keenan & Associates Safe Schools program. It is an online safety training and tracking system designed specifically for education agency employees. All courses are written by expert authors and are set in a school environment. The Compliance Management System automatically tracks and reports on each employee as they complete their training assignments.

The Facilities Department has been the first group on campus to go through this program and it has been highly successful.

Training will be rolled throughout the campus; however if there is specific training you would like to have for your department, please contact Kelley or John.

In other news, John responded to Marilee's email inquiry about his October report on the Library's and Wellness Center's HVAC systems being inoperable.

At the time of his report, both HVAC systems were down; however the Library HVAC system was repaired within two days of his report and the Facilities Department paid to have temporary portable HVAC systems brought into the Wellness Center until the new ordered HVAC system could be delivered (six-to-eight weeks).

C. **Action Item/Second Reading**

None

D. First Reading**1. Emergency Response Recommendations/September 2008**

Kelley distributed a handout of the Emergency Response Recommendations developed by the Emergency Response Working Group that was prepared by Kelley and former Chief of Police Tom Plotts.

Kelley reported that we will be bringing the recommendations through the PRP process in order to obtain the funding to implement these requests – specifically the “Mass Notification” system which is listed as Priority Item#1.

This summer, Parking Lots 3 and 5 will be upgraded and several “Talk-A-Phones” will be installed as a Pilot Program. If this system is successful, more of these items will be installed at several more locations around the San Marcos Campus.

Priority Item#2 involves implementing the Emergency Plan Update and Training; however there is no monies allocated for this recommendation.

Priority Item#3 (Emergency Backup Power) has been completed. A generator was installed at Campus Police and Information Services.

Priority Item#4 (Field Response/Equipment and Supplies) has been partially completed. The supplies have been purchased; however the evacuation boxes have not been purchased as there are no monies allocated for this recommendation.

John briefly shared that in case of an emergency; Campus Police and the Facilities Department know how to proceed in assisting campus employees and students.

Discussion immediately followed regarding the use of cameras monitoring activities on campus. There is a constant negativity regarding these items – some employees are scared that “Big Brother is watching them” when in fact no one is sitting at a screen watching 24/7; however the cameras that have been in place at the Escondido Center have done a great job at being a deterrent.

E. Discussion/Other Items**1. Construction Updates**

There was no report.

F. Safety Concerns**1. Pool Lights**

Josh inquired if there is a generator available for the lights at the Swimming Pool; answer was no.

2. Parking Lot 5

There have been several close calls with drivers exiting Lot 5 without looking first.

G. Adjournment

The meeting adjourned at 3:27 p.m.

Reminder: Next meeting is **scheduled** for
Wednesday, December 1, 2010, 2 p.m., Room RS-5