



**SAFETY & SECURITY COMMITTEE MINUTES**  
December 2, 2015

A regular meeting of the Palomar College Safety & Security Committee scheduled for *Wednesday, December 2, 2015* was held in RS-5. Derrick Johnson called the meeting to order at 1:06 p.m.

**ROLL CALL**

**Members Present:** Ashour, DiMaggio, Finton, Harris, Johnson, MacNeil, Miller, Sena, Silva, Sterling,  
**Members Absent:** Chakkanakuzhi, Dimmick, Heath, Hornsby, Medel, Studinka  
**Ex-Officios:** None  
**Ex-Officios Absent:** De La Torre  
**Guests:** Wick  
**Recorder:** Reilly

**A. MINUTES**

1. **Approval of Minutes of November 4, 2015**

The minutes were approved as presented. Minutes are posted on the Palomar College Webpage as follows:  
<http://www.palomar.edu/committees/safety>

**B. DISCUSSION/INFORMATION ITEMS**

1. **Workers Comp**

Yolande Reilly provided the following information for Victoria De La Torre for the month of November, 2015:

(3) Three employee incidents:

- o Two reportable: (1) right hand repetitive strain (1) left shoulder injury
- o One non-reportable: first aid-thorn/stickers to hands at NW side of street on Comet Circle

2. **Campus Police**

DiMaggio reports that despite the recent arrest, there was another bike theft on the campus last night by the MD building. He requests the bike racks to be moved as soon as possible. Miller suggested installing signage and a camera first.

(2) Replacement Police Officer positions have been filled. Campus police is hoping to fill (2) replacement Community Service Officer positions and (1) Sergeant position as well.

3. **Risk Management**

Wick provided the following information for the month of November, 2015:

(11) Eleven student incidents

- o Two bee stings
- o Two cuts
- o Three slips/falls
- o One burn
- o One fainting
- o Two basketball injuries

4. **Health Services**

No report

5. **ASG**

No representation.

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

Derrick reported on the following information for the month of November:

**Emergency Preparedness:**

The Emergency Preparedness Plan Working Group will meet next week with the San Marcos Fire Department to discuss planning a drill for what happens during the first hour of an active shooter situation. The group will be planning to conduct this drill scenario during the summer of 2016.

**Safety:**

Rancho Bernardo Campus Inspections Completed:

- 5-year fire sprinkler/suppression system inspection for the main building and parking garage
- Fire hydrant testing
- Annual "Horizontal sliding fire door" inspection

Escondido Campus Mold Issue:

- Completed cleaning of rooms #807 & TLC

**Air Quality:**

An air sample test was conducted at the Escondido campus room #807 due to a prior water leak. Results are pending.

**Stormwater:**

Escondido Campus:

- Installed filter inserts as a Best Management Practice (BMP) in storm drains in an effort to comply with the new upcoming Municipal Separate Storm Sewer Systems (MS4s) Regional Water Quality Control Board regulatory requirements.

San Marcos:

- EH&S will be meeting with Encina Wastewater Authority tomorrow to inspect campus to see if the District will need to file for an Industrial Discharge Permit for campus wastewater discharges.

**ERGO/ADA Accommodations:**

(4) ADA/Ergonomic assessments completed

**Hazmat:**

There was an oil spill at San Marcos campus behind the cafeteria that was caused by a vendor. The cost was \$11,137.00. Sena is pursuing reimbursement from the insurance carrier of vendor. Johnson advised Aramark to relocate and secure the oil bin, and add a containment system to the bottom of the bin to catch any residual oil loss.

Medical Waste Shipments:

(4) at San Marcos Campus  
(1) at Escondido Campus

**C. Action Item/Second Reading****D. Action Item/First Reading****E. Discussion Items**

1. Personal electrical items in office spaces (i.e. space heaters, microwaves, toaster ovens, coffee pots): Johnson provided a rough draft of a procedural guide for the use of these devices. This document will be brought back as an action item/first reading at the next meeting in February, 2016.
2. Santar Place and 3C Media:  
Ashour reports that we do not have room to move either program to our current campuses. She suggested leasing another building since we are leasing our current locations. Sena will research our termination clauses, including what our options are if the buildings are uninhabitable. Miller said there may be some space for 3C Media at the San Marcos campus. Miller suggested performing an air quality analysis that, depending on the results could give us more leverage either vacate our lease, or have the landlord bring the building environment to code. Johnson will discuss conducting the study with Daniel Barron at the City of San Marcos, who owns the building.

**F. Safety Concerns**

1. Johnson provided information about the new auto skateboards. DiMaggio will bring this topic to the Policy Committee and add/enforce the non-use of them.
2. Harris reports that students are playing basketball in the quad of the student union and is concerned about injuries to other students congregating in that area. She would like to see if the basketball hoop can be moved to an area with less foot traffic. Johnson to discuss this issue with Risk Management and the Director of Student Affairs.

**G. Adjournment**

The meeting was adjourned at 1:33 p.m.

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| <b>Reminder:</b> Next meeting is scheduled for Wednesday, February 3, 2016, 1 p.m., Room RS-5 |
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