



SAFETY & SECURITY COMMITTEE

MINUTES

December 6, 2017

A meeting of the Safety & Security Committee was held December 6, 2017. The meeting was called to order at 1:03 p.m. by Supervisor, Environmental Health & Safety, Derrick Johnson.

Roll Call

Members Present: Ruth Barnaba, Monique Dumbrique, Michael Finton, Judy Harris, Sean Heath, Tamara Holthaus, Derrick Johnson, Casey Koss, Dan MacNeil, Chris Miller, Chris Moore, Dayna Schwab, Connie Sterling, Chris Wick

Members Absent: Tom Medel, Nayeli Vasquez

Ex-Officios: Wendy Corbin

Guests: Scott Johnson, Michael Nagtalon

Recorder: Dayna Schwab

A. Approval of Minutes:

The minutes of October 4, 2017 were approved unanimously. Minutes are posted on the Palomar College website as follows:

<https://www2.palomar.edu/pages/safetyandsecurity/minutes-and-agendas/current/>

B. Discussion/Information Items

1. Workers Comp
Corbin reviewed a Workers' Compensation Report for the month of November 2017 **(Exhibit B1)**.
2. Campus Police
Chief Moore reported himself and Tom Medel are having discussion with the officers to see if there are recent parking concerns at Escondido Center with the Charter School and if it has caused a disturbance or not. Campus Police Committee is researching installing an emergency phone outside the Escondido Center Campus Police Building. Per Chris Miller, Eileen Poole will meet with Chief Moore and IS to consider Campus Police taking over monitoring of burglar alarms. It could be a potential cost savings with current spending around \$30,000 as a District for monitoring services. Facilities and Campus Police are already monitoring the fire alarms. The new Campus Police building will allow for larger opportunity to integrate electrical and data. If off-duty, the Sheriff's Department or CSOs can respond. The good thing is Knight Security is local and we have a good relationship with them.

Chief Moore expressed concerns about Use of Facilities requests. He said often times they don't know who the group is, risks involved, security issues, and need to be consulted to plan for staffing costs and approvals. Dayna Schwab informed him Campus Police are copied on every Use of Facilities approval and denial. Nieves Suarez, Mike Maines and Candy Santos are copied on all of the correspondence. If it's anything unusual, we notify the VPs. Potential costs are added into the quotes for additional security, custodial overtime, etc. Chris Miller recommended the Chief meet with himself and Dayna to discuss the process further.

Chief Moore asked if the campus is set-up for defensible space. Chris Miller responded, not entirely, it is a bit of an issue on the eastern side where we border along environmentally sensitive plants that can't be disturbed. However, we do wherever we can. Chief Moore asked if we've ever considered setting up a block wall to separate the campus from the residents on Avenida Azul (west side by Lot 12). Chris Miller responded, we have looked at adding one, it isn't included in the current scope of the Lot 12 Project with Campus Police and the Parking Structure. Facilities is pending an action item to price it out after we pass inspection on the project. Michael Finton advised, the State Fire Marshall recommends 100 feet of defensible brush.

3. Risk Management

Chris Wick reviewed the following Risk Management report for November 2017: Eighteen (18) total incidents:

- One (1) seizure
- One (1) cut
- One (1) acetone splash in face
- One (1) puncture wound
- One (1) Knee pain/swelling
- Two (2) burns
- Two (2) head collisions
- Two (2) twisted ankles
- Seven (7) trips and falls

4. Health Services

Judy Harris reviewed the Urgent Care Reports for the month of November 2017 **(Exhibit B4)**.

5. ASG

Michael Nagtalon reported on behalf of the ASG as Nayeli Vasquez was unable to attend. He reported the lighting at the Student Union is dim at night especially in the lawn area.

6. Environmental Health & Safety

Derrick Johnson reported on the Environmental Health & Safety Office's Monthly Progress Report for November 2017 **(Exhibit B6)**.

C. ACTION ITEMS/SECOND READING

D. ACTION ITEMS/FIRST READING

1. Safety and Security Window Film Application for Select Buildings: The committee discussed adding it to the Early Childhood Education Lab School and the Student Union. They decided to remove from first reading and add to the Safety & Security Infrastructure project list to assess what buildings to add the window film application to and prioritize with the VPs. Chief Moore asked that Michael Nagtalon discuss at the next ASG meeting and bring any concerns to him.
2. Security Cameras for PAC/Theatre: Request to add security cameras on the exterior of PAC/Theater to decrease vandalism. A motion to approve the request was made by Chris Wick, seconded by Chris Miller and it was carried out by unanimous vote.

E. OTHER ITEMS

1. October 4, 2017 Safety and Security Safety Concerns/Action Items Recap (**Exhibit E1**). Derrick Johnson reviewed the safety concerns from the Safety and Security Committee meeting on October 4, 2017. He addressed the different action items completed, currently being addressed and pending. The full recap can be viewed as **Exhibit E1**.

F. SAFETY CONCERNS

1. Ruth Barnaba:
She has observed the bollards between the Library and NS Building taken out and not put back, causing a trip hazard with a hole in the ground. Derrick Johnson informed the committee we tried to fix the problem by placing two stickers on every bollards reminding them to replace. Dayna Schwab mentioned a lot of the time Coca-Cola leaves them out so we will contact Contract Services to have them remind their driver. Some prevention ideas are to put up signs, swing gates, chains, locked bollards, or gate codes. Only emergency vehicles should have access to drive on this road as it's for pedestrian use only. If you find the bollard not in place, call Facilities, we'll get someone to replace it.
2. Casey Koss:
The elevator closes right at 8:30 when the Library closes. Derrick Johnson will discuss with Jeff Bennett to find out what we can do to adjust the timer.
3. Monique Dumbrique:
At the H Building, there is a temporary fence set-up for a walkway next to large cemented rocks. It is very narrow and some HR employees, when going on walks, have twisted their ankles. Chris Miller will talk to Gilbane about moving the fence and making sure it is ADA compliant.
4. Wendy Corbin:
She is concerned about workplace injuries and desiring use of ergonomic practices for prevention. Derrick Johnson reported a full-time EH&S Technician will be going out for recruitment soon and then that employee will be able to work more with staff on education and training on ergonomic procedures. The current employee is short-term. Funds may need to be more accurately allocated for ergonomic equipment for workstations.
5. Dan MacNeil:
In the biology department, there is potential splash hazards with acids and bases, and

recommending standards should be in place. Derrick Johnson will contact Dean Kailikole and review the PPE in the Chemical Hygiene Plan.

6. Tamara Holthaus:

She is concerned about the traffic in front of the ECE Lab School. She has noticed Campus Police presence there, but after they leave, traffic picks up and people are running the stop signs.

7. Michael Nagtalon:

He is concerned about dim lighting in parking lot 5 by the Arboretum. Chris Miller reported the parking lot lights are on motion sensors and dim without motion. If you notice an issue, call Facilities and report it. Chief Moore reminded him to call Campus Police and they will provide an escort. Michael also inquired about our preparation for an active shooter incident. Derrick Johnson reported all classrooms and labs can be locked from the inside. Conference rooms are next on the list for review of locks. Lock down drills took place in September for both the San Marcos campus and Escondido Center. Chief Moore may be contacted directly for more information. Chief Moore asks that any suspicious activity be reported to Campus Police. They are available for instruction on how to respond and protect oneself. Staff and students can opt in for emergency notifications on their phones via BlackBoard Connect. Active shooter preparedness and response is a continuous improvement plan.

8. Chris Miller:

He reported there are lights out in Parking Lot 12. During the construction, some wires were cut when planting a tree. Most of the lights are back on and a couple are in progress.

G. ADJOURNMENT

There being no further business, the meeting was adjourned at 2:33 p.m.

Reminder: Next meeting is scheduled for February 7, 1 p.m., Room RS-5