



Safety Committee Notes

Thursday, September 19th, 2024 3:00 PM – 4:30 PM- via Zoom

Join via Zoom <https://4cd.zoom.us/j/4288613703> | Meeting ID: 428 861 3703 | Phone: 1 (669) 900 6833

Members (15): Carlos Montoya (Chair), Eloine Chapman, Lawrence Punsalang, Lisa Avery, Penny Wilkins, Victor Coronado, Kurt Crowder, Robert Estrada, Angela Fantuzzi, Ginny Richards, Ryan Huddleston, Jarrod Holcombe, Zine Sandy, Marty Storti, Sandra Mills

Attendees (12): Carlos Montoya (Chair), Eloine Chapman, Lawrence Punsalang, Lisa Avery, Penny Wilkins, Victor Coronado, Kurt Crowder, Robert Estrada, Ginny Richards, Ryan Huddleston, Jarrod Holcombe, Zine Sandy **Guest:** David Valencia

Note taker: Mika Mobley

Item #	Topic/Activity	Lead	Handouts Reference Materials	Outcome
1.	Public Comment (limited to 2-3 minutes)	C. Montoya		E. Chapman mentioned about No Megaphone was found while it was needed during the 50 th anniversary event. C. Montoya responded they have been distributed to Safety Monitors.
2.	Review: Review Agenda for Thursday September 19 th 2024 Review Notes for Thursday April 18 th 2024	C. Montoya J. Holcombe Z. Sandy	http://www.losmedanos.edu/safety/committee.asp	Reviewed Agenda for September 19 th 2024 – approved. Reviewed Notes from previous meeting on April 18 th 2024 - approved. J. Holcombe & Z. Sandy shared topics discussed with CSIG during the last June 20 th meeting. CSIG briefed on slip trips and falls process and main area of focus was parking lot B.
3.	Standing Items			
	<ul style="list-style-type: none"> Committee Membership Review – 2024 FALL 	M. Mobley	http://www.losmedanos.edu/safety/committee.asp	no update, all current members confirmed to stay.
	<ul style="list-style-type: none"> Review Committee Charges 	C. Montoya		Reviewed charges and no update needed. SGC provided us with new templates, which one of them is Charge Sheet in new format. C. Montoya presented charges and other information in the new format – committee approved.
	<ul style="list-style-type: none"> Safety Monitor Plan and Training 	C. Montoya	LMC SST 2024.09.17.pdf (losmedanos.edu)	Reviewed and all necessary updates confirmed. Chart with Position names instead of Individual names to be created for discussion in the next meeting.
4.	Old Business			
	<ul style="list-style-type: none"> Evacuation Drill – November 2024 & March 2025 	S. Mills		Sub-committee: discussed as part of agenda 5-b sub-committee
5.	New Business			
5-a	<ul style="list-style-type: none"> Power Outage 	J. Holcombe		J. Holcombe shared highlights below. Establishing an EOC <ul style="list-style-type: none"> Identify the specific room, install emergency lighting, and check feasibility of emergency power Communication <ul style="list-style-type: none"> Inventory/procure new radios Establish who needs one and which channel to use. What are other means of dissemination of information

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				<ul style="list-style-type: none"> - Update flip charts with more information Other Considerations - Formally establish list of essential/non-essential personnel - Procure signage (campus closed, direction signage, etc.) - Radios & Training
5-b	<ul style="list-style-type: none"> • Committee Roles and Responsibilities Sub-committees / Task Groups 	C. Montoya		<p>C. Montoya provided below 4 sub-committees responsibilities and assigned relevant member (**) to each sub-committee.</p> <ul style="list-style-type: none"> ▪ Safety Monitor Plan & Campus Emergency Preparedness Procedures Review and Updates ** Penny, Bob, Marty, Zine and Sandra ▪ Annual Emergency Preparedness Training ** Jarrod, Ryan, Angela, Lisa and Matt “Moots” Muterspaugh. ▪ Campus Shield, Maps and Signage Updates ** Eloine, Lisa, David (as guest member), Mika (as resource) ▪ ADA and Campus Safety Barriers Removal ** Kurt, Lawrence, Victor, and Ginny
5-c	<ul style="list-style-type: none"> • Annual Training Calendar 	C. Montoya		<p>C. Montoya shared possible trainings.</p> <ul style="list-style-type: none"> ▪ EOC ▪ NIMMS 100 Training (on GROW) ▪ Table Top Exercise ▪ Fire, Earthquake, Evacuation Drills ▪ Manager Training
6.	<ul style="list-style-type: none"> • Updates & Announcements/ Report Outs 	All		
	Adjourn Meeting			At 4:35 pm
	NEXT MEETING: October 17th, 2024 1:00-2:30pm			

**List the intended outcome for each agenda item as “Information,” “Discussion,” and/or “Action.” †If there is a related document being reviewed, indicate “first read” or “second read.”*