**Safety Meeting, 3/17/2016**

Minutes by: Arzu Smith

**Attendance:** See attendance sheet

**Public Comment:**

1. The new Chief of Police, Chief Ed Carnie, attended the meeting and introduced himself to the group.
2. Group discussed the need to provide support to students who may need help after the sexual assault incident on campus. Mike Becker suggested incorporating security cameras to the plans as a part of the College Complex 2nd floor renovations.
3. Steve Goldenberg discussed potential issues related to the chemistry room; need for venting cabinets, maintenance of rusted cabinets, etc. Herb Lesther, District of Environmental Health and Safety for the District, will be meeting with the area Deans in the coming weeks related to hazardous materials and chemistry room related issues that came up in the past. Keenan’s report (Districts Insurance Carrier) from last year indicates we meet standards.

**Agenda** approved, Teresa F. moved and Ann S. seconded.

**Minutes** from February meeting are approved, Teresa F. moved to approve, Ryan H. seconded.

**Old Business:**

1. **Review Safety Committee Goals for 2015-16**
2. Conduct and Evaluate Fire Drills: Main College Complex is the only building left that has not practiced a fire drill. At the February meeting, the group selected April 12th to conduct a drill for this area. Ryan H. will send out a college wide email about the drill as an informational item.
3. Training for Safety Monitors: Ryan H. reported that with the safety officer position eliminated, safety monitor trainings have been stalled. Herb L. said that we might be able to find a training through CCCSIG. Group expressed interest in receiving training in the areas of First Aid CPR and use of safety monitor radios. There will be a training offered by DW Police Services and DO Risk Services on emergency preparedness and how to respond to emergencies. Dates and details will be announced in the upcoming months.
4. **Evacuation Maps:** Russ H., Ryan H. and Arzu S. will review and provide final comments to the Marketing team regarding draft evacuation maps. Final version of the maps will be available for review at the March Safety Committee meeting.

**New Business:**

1. **AED Program:** All AED equipment has been checked and are in working condition. District Office have arranged with Contra Costa Emergency Services to do AED specific training sessions at each location in April. Additional training can be offered for groups of 8 to 10 staff members as needed.
2. **Emergency Operations Plan:** Chief Carney will be taking the lead on District’s emergency operations plan and how the District responds to emergencies.
3. **DW Safety Incentive Program:** Herb L. reported that when District meets its safety goals (reducing trips and falls, etc.) the District gets incentives from its insurance carrier to be used against meeting these goals. These funds could be utilized for safety related needs.

**Future items:**

1. **Review and Update Incident Support Team list:** Current version was last updated in 2015, group agreed to bring it back as an item to review and update.
2. Review final versions of the evacuation maps for College complex
3. Debrief- on CC and SSC drill