

LOS MEDANOS  
COLLEGE

**Safety Committee  
MINUTES**

Friday, April 21, 2017

10:30 AM – 12:00 PM, CORE CO-420

<i>Item #</i>	<i>Topic/Activity</i>	<i>Lead</i>	<i>Handouts/Reference Materials</i>	<i>Outcome *</i>
<b>Roll</b>	Members Attended: Eloine Chapman, Robert Estrada, Susie Hansen, Russ Holt, Sharon McLean, Sandra Mills, Alex Porter, Dale Satre, Lucy Snow, Richard Villegas Members Absent: Barbara Cella, Mike Hotten, Kathryn Nielsen, Dave Oleski, Melissa Pon, Carole Rogers, Juliana Salas, Crystal Stahl (Alternate), Chad Wehrmeister			
<b>1.</b>	<b>Public Comment</b> ( <i>limited to 2-3 minutes</i> ) <b>No public comment</b>	N/A		Information
	<b>Approve: Agenda for April 21, 2017</b> No additional comments for today's agenda. Agenda was approved M/S/A <b>Review: Minutes from March 16, 2017</b> Minutes were approved M/S/A  Non-members present: Clarissa Cadena, Derek Domenichelli, Susie Hansen, Herb Lester, John McDermott	Porter		Action Action
<b>2.</b>	<b>Old Business</b> ( <i>items previously appearing on agenda</i> )			
2a	<ul style="list-style-type: none"> <li>• <b>Safety Signs, Radio and Bag List</b> <ul style="list-style-type: none"> <li>○ Clarissa Cadena will visit locations and place safety signs that were approved. If we desire a separate location, will be talked about when Clarissa Cadena visits. Can also be done in Brentwood Center.</li> <li>○ Bags and backpacks are different, radios are not in bags, should be out and charged.</li> <li>○ Alex stated safety monitors should be checking radios on a regular basis.</li> <li>○ Will begin checking Safety Radio and Bag list in May, should be completed by July.</li> </ul> </li> <li>• <b>Safety Training Subcommittee</b> <ul style="list-style-type: none"> <li>○ Currently: Robert Estrada, Chad Wehrmeister, and Sandra Mills</li> <li>○ Charges on what they will do: concentrate on developing a curriculum for campus to get trained for safety issues, use PDAC (Professional Development Advisory Committee) infrastructure to get information out to the campus, subcommittee would propose</li> </ul> </li> </ul>	Cadena	Action	
2b		Porter		

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		<p>things and bring to committee and approve then submit through PDAC. There will be 2 main groups to be trained proposed by Wehrmeister:</p> <ul style="list-style-type: none"> <li>▪ Safety coordinators- training will be specifically for them</li> <li>▪ Campus-wide – through PDAC</li> </ul> <ul style="list-style-type: none"> <li>○ Estrada, Wehrmeister, and Mills will get together to come up with ideas, to discuss and make recommendations to this group as a whole.</li> <li>○ Suggested by Lucy Snow to discuss procedures for a safe classroom, regarding student behaviors, student code of conduct, process and procedures in given situations. It would be helpful to have an open discussion and hear from other point of views. Sandra Mills noted situations could also arise in labs, discuss with hourlies and other departments.</li> <li>○ Russ Holt suggested evacuation training.</li> <li>○ Charges for sub-committee: also review, such as workers comp reports for potential issues, Alex encourages safety sub-committee to speak with Herb Lester, District Risk Manager, about accident prevention.</li> <li>○ Training/Delivery/Structure: bring that forward and into PDAC</li> <li>○ Bring draft of that to next meeting (will be standing item in next meeting agenda)</li> <li>○ Brentwood can join us in trainings.</li> </ul>			
<b>3. New Business</b> ( <i>New items on agenda</i> )					
3a	<ul style="list-style-type: none"> <li>• <b>ICS-100 Training:</b> Incident Command Training, those trained have been designated by President to be first responders. All managers were to do the training, most have been in ICS trainings. At one point, we would like everyone trained. Sharon McLean (Brentwood) will meet with Lester to come up with plan for Brentwood and its own challenges.</li> </ul>	Lester		Information Discussion	
3b	<ul style="list-style-type: none"> <li>• <b>Online Resources Review:</b> Review of Safety Website, some pages are circular and we need to review that and organize and update. We need a group to tackle that issue, assign certain pages for review, and ensure they are up-to-date and correct. If information changes we can go back and change the page and maintain it. <ul style="list-style-type: none"> <li>○ Clarissa Cadena: will maintain list of Safety Committee members.</li> <li>○ Russ Holt: Maintain agendas and minutes, AED List and maps, Evacuation Site Monitors/Flow Chart</li> <li>○ Chad Wehrmeister: Safety Tips, Crime Awareness Reports, Evacuation Site Areas</li> <li>○ Title 9: Student Services will update</li> <li>○ Crisis intervention manual is just a link.</li> </ul> </li> </ul>	Porter			

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		<ul style="list-style-type: none"> <li>○ Virginia Richards: Earthquake procedures for People with Disabilities and Location of Emergency Evacuation Chairs.</li> <li>○ Question brought up by Sandra Mills about access to AED's that are in rooms that are locked, for example the PE area. Herb Lester said they should be in a general area, like a lobby, but there is also the security issue that they can't be in open areas for potential theft.</li> <li>○ AED machines in PE area are in Gym and weight room, none in locker room. These are locations where it's not readily accessible.</li> <li>○ Lester said since the AED machine in the athletics department is in the gym, we could get a mobile one for baseball games and events outside.</li> <li>○ Russ Holt will update and see about repositioning.</li> <li>○ Richard Villegas will talk to Lieutenant Wehrmeister about adding PE to campus maps and evacuation maps, and check in with Russ Holt about Construction progress. Bring update at next meeting.</li> <li>○ Website will be standing item in Agenda, will review quarterly</li> <li>○ Maps will be reviewed quarterly, at next meeting we will see what needs to be updated.</li> </ul>			
<b>4. Standing Items (Updates)</b>					
	<p>4a</p> <p>4b</p> <p>4c</p>	<ul style="list-style-type: none"> <li>● <b>Training Schedule</b> <ul style="list-style-type: none"> <li>○ Evac. Chair Training (05/18/17)</li> </ul> </li> <li>● <b>Safety Support Grid</b>- Russ will be in charge of updating this document. Needs to be updated, should be a standing item on Presidents Council agenda, consistent announcement about updating safety grid</li> <li>● <b>Updates:</b> <ul style="list-style-type: none"> <li>○ Herb Lester: with AED's if you need EMT, they are geo-coded, they will be able to identify location and which AED's you have in that area and on campus. If anyone would like AED training let him know, county can also provide that training, must be at least 8 to 10 people. CSIG provides funds for training. Help identify hazard areas on campus, we get 1% premium back and those funds help to get backpacks, keep this in mind when we have these requests.</li> <li>○ There are videos online for Crisis Intervention, Lester can connect you with that.</li> <li>○ We offer non-certified training as well. But the county also provides training.</li> <li>○ AED's are user friendly in an emergency situation. It won't energize unless there's zero sign of a heartbeat, they are also bilingual.</li> </ul> </li> </ul>			Update

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		For next meeting: Please suggest agenda items to bring up. Meeting ended at 11:28am.			
<b>NEXT MEETING:</b> Thursday, May 18, 2017 3:00 PM to 4:30PM; CO-420					

*\*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."*

**2017 Safety Committee Meetings, 3:00 PM – 4:30 PM, CO-420:**

**June 15, 2017**

**July 20, 2017**

**August 17, 2017**

**September 21, 2017**

**October 19, 2017**

**November 16, 2017**

**December 21, 2017**