

LOS MEDANOS
COLLEGE

Safety Committee
MINUTES

Thursday, May 18 2017
3:00 PM – 4:30 PM, CORE CO-420

<i>Item #</i>	<i>Topic/Activity</i>	<i>Lead</i>	<i>Handouts/Reference Material</i>	<i>Outcome*</i>
<i>Roll</i>	<p><i>Members attended: Bob Estrada, Russ Holt, Sandra Mills, Melissa Pon, Alex Porter, Carole Rogers, Juliana Salas, Dale Satre, Chad Wehrmeister</i></p> <p><i>Members absent: Barbara Cella, Eloine Chapman, Mike Hotton, Sharen McLean, Kathryn Nielson, Dave Oleski, Lucy Snow, Richard Villegas</i></p>			
1.	<p>Public Comment <i>(limited to 2-3 minutes)</i></p> <p>Physical Science teacher, Steve Goldenberg brought up incident that occurred a few weeks ago to another faculty adjunct with a student.</p> <p>Alex Porter informed this group does have direct purview of incident, but he confirmed with Mr. Goldenberg that a complaint had been filed and police has been informed.</p> <p>Melissa Pon asked for update on robbery last Wednesday at the MESA Center.</p> <p>Lt. Wehrmeister provided that they might have a positive ID as to who it was. Under CLERY act, Police Services has obligation to be transparent and public will hear about incident when it happens. There's a chance they could get subject.</p> <p>Dale noted there was also a robbery in automotive.</p> <p>Lt. Wehrmeister wants to remind not to leave things unattended. 180 degree cameras installed by Planetarium, hot spots because it's covered, and we are susceptible because of our location. The district received BOND funds that will go into installing cameras.</p> <p>Non Members attended: Clarissa Cadena, Teresa Ferguson, Steve Goldenberg, Tom Howe, Herb Lester, Virginia Richards, Paul West.</p>	N/A		Information
	<p>Approve: Agenda for May 18, 2017</p> <p>No additional comments for today's agenda. Agenda was approved M/S/A</p> <p>Review/Approve: Minutes from April 21, 2017</p> <p>Minutes were approved M/S/A</p>	Porter	http://www.losmedanos.edu/safety/documents/safetycommitteeminutes04-21-17draft.pdf	Action Action

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2. Old Business (<i>items previously appearing on agenda</i>)				
2a	<ul style="list-style-type: none"> Safety Signs, Radio and Bag List (<i>Update</i>) <p>Clarissa Cadena will continue posting signs through July. Signs will be posted where they can be visible near bags and radios, accessible in case of an emergency, not all on doors. Please inform department staff where safety bags and radios are.</p>	Cadena		Information
3. New Business (<i>New items on agenda</i>)				
3a	<ul style="list-style-type: none"> Meeting Schedule <p>Alex Porter proposed not to meet for June and July, and meet again in August. Members agreed.</p>			Discussion
3b	<ul style="list-style-type: none"> Safety Training Subcommittee: <p>Proposed schedule (see attached file), general and flexible. Looked at evacuation drills, false alarms, anticipate to occur soon. Proposed evacuation chair drill in November. Focus on addressing the challenge of reaching out to departments through monitors and emergency preparedness training. If it is put on the calendar, it ensures all departments go through it once a year. Goal: Provide this calendar for when people can't make it to the trainings. Want it to be co-opted with safety committee, such as shelter in place, evacuation, and walk people through to give them confidence. Sandra Mills stated something could be offered through FLEX each semester and concerns can be brought up such as in common areas dealing with difficult situations. Buildings will cover everything during the trainings. The CORE will have to be broken up for multiple trainings because of its size. Russ Holt noted one alarm system for the CORE is already in place. Add ETEC building because it has its own alarm panel. Add Brentwood to building locations to be trained. Alex Porter suggested to break up trainings into mandatory and non-mandatory trainings on the schedule to have more structure. Mandatory trainings are evacuation, shelter in place/active shooter. Mandatory training for safety monitors will be added to the grid. Last Evacuation training was approx. 2 and ½ years ago. Alex Porter suggested for frequency we should have evacuation drill training once a year. Extend training to night crews.</p>	Porter Estrada, Mills, Wehrmeister Wehrmeister		Discussion Discussion Information

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	3c	<p>Lt. Wehrmeister noted trainings is for getting people up to speed on forms of notification, going over evacuation map and walking over to evacuation location and answering site specific questions.</p> <p>Carole Rogers suggested trainings should be posted online for the people who can't make it to the trainings.</p> <p>Alex Porter suggested to do training department by department, then do a drill.</p> <p>Clarification of a walk through: it is when the training is done at each department.</p> <p>Goals: In August we will review calendar of trainings, and determine what is mandatory or non-mandatory. Add custodial specific trainings, e.g. AED and first aid.</p> <p>Possible training dates can be January and August prior to semester beginning.</p> <p>Herb Lester: For Oct 17, goal is to have districtwide mandatory training.</p> <ul style="list-style-type: none"> • Evacuation Chair Training: View: "Stryker Evacuation chair" training video on YouTube, authorized by Stryker to use video. <p>"Evacuation Chair Operation" this is for people with disabilities, and mobility issues. Safely move the wheelchair. If you can use elevator you don't need the chair, but elevators during crisis sometimes are shut down.</p> <p>Officer Howe will go over the chair training for those available after meeting.</p>		https://www.youtube.com/watch?v=twWnGUe-4ns&list=PLoXmWlXnZeM2iPaHG4lmmtYwvtUD5X6IQ	
4. Standing Items (Updates)					
	4a 4b 4c	<ul style="list-style-type: none"> • Safety Support Grid: in August will review assigned tasks. • Online Resources Review: for those that took the ICS training, send to Herb Lester • Other Updates: Flowchart has been updated. <p>Goals: do a quarterly update. Meeting closed 4:07pm M/S/A</p>	Wehrmeister Porter		Update Update
NEXT MEETING: August 17, 2017 in CO-420, 3:00pm- 4:30pm					

*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."

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

- September 21, 2017**
- October 19, 2017**
- November 16, 2017**
- December 21, 2017**