|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Item # | ***Topic/Activity*** | ***Lead*** | ***Handouts/Reference Materials*** | ***Outcome\**** |
|  | Attended: Eloine Chapman, Sandra Mills, Chad Wehrmeister, Judy Breza, Jacqueline Montoya, Russ Holt, Steve Goldenberg, Lucy Snow, Teresa Ferguson, Robert Estrada, Mary Oleson, Herb Lester, Kathryn Nielsen, Paul West, Derek Domenichelli, and Susie Hansen  |  |  |  |
|  | **Public Comment:** Judy introduced herself to the safety committee and noted last time the group met seemed to be in September, but there were no minutes recorded. Judy asked who is officially part of the Safety Committee, are safety monitors included as part of the committee. She also commented on the out-of-date information on the Safety Committee web page. Eloine can train Jacqueline on how to update the LMC Safety Committee minutes on the website.  | N/A |  | Information |
|  | **Approve: Agenda for January 19, 2017**Herb Lester added AED safety training to new business in the agenda. Agenda was approved M/S/A**Review: Minutes from July 7, 2016** Minutes were approved with one correction of a minor typographical error M/S/A  | Breza | [safety committee minutes 7-7-16.docx](file:///C%3A%5CUsers%5Cjmontoya049%5CDesktop%5Csafety%20committee%20minutes%207-7-16.docx) | Action |
|  | **Old Business** *(items previously appearing on agenda)* |  |  |  |
|  | 2a2b | * **2016-2017 Safety Committee Goals** to be completed before the end of the fiscal year (June 30).
* Ongoing AED training. Herb mentioned it is not required, but it is good to keep practicing. Repeats and refreshers are helpful for everyone to feel more comfortable. Contra Costa County Emergency Services offers free on-site trainings of 12 or more people.
* Maps are not current, they do not show AED locations. However this could clutter the evacuation maps, so not a good idea (less clear). VocTech has the latest AED installed. An updated list of where AEDs are located should be sent out.
* **Goal**: Update evacuation plans: make this regular business. Send out updated AED locations, evacuation plans, safety committee flow chart revisions at least once a year.
* **Goal:** Chad will offer training with the evacuation chair.
* **Goal:** Mary suggested an active shooter training, which came up as a high priority district wide. Maybe a flex workshop or an actual training, as well as a training for managers, to know what to do in a situation. Chad would be happy to offer a Shelter-In-Place training course.

Judy will draft the goals suggested in this meeting and send them to the committee for consideration of approval at the next meeting.* **Training Schedule**
* Three trainings to be accomplished in the spring: active shooter, AED training, training with each safety monitor. Chad feels training should be constant and rotated every semester. Repetition is important.
* Format a training schedule, a plan on what to do every year and have a training calendar that way it can become institutionalized.
* Mary suggested doing a Flex workshop for faculty to attend and maybe an additional training during the semester for staff/managers
* Evacuation plans: what to look for/what to wait for. Radio training to feel more comfortable using it. Judy suggested additional training with each monitor on the walkie talkies and where to lead the department during an evacuation. Russ and Bob are the ones that can get the “all clear” from Police Services before anyone returns to the buildings.
* Judy suggested once a month doing a radio check. Mary suggested having a back-up person to have access to the radio if they are absent.
* Goal: Chad will meet with the safety monitors and do a walk thru, go over the map, walk to the evacuation check point, check inventory of the bag, check the radio and get some feedback to clear any confusion. This spring semester 2017, Chad will email safety monitors am/pm crew to set up a date and will CC Russ Holt and Judy Breza in the email.
* Mary ask for clarification on the rows of people of the support grid. Sandra clarifies that each safety monitor is responsible for evacuation for a specific department/location.
* Radios: no one in the science building has radios. Doesn’t seem like everyone has an assigned radio. Chad would like a copy of the radio list.
* Teresa suggested that everyone should be responsible for their department. There must be communication on where things are located and how to access the safety equipment if assigned safety monitor is absent. Judy suggested designing a laminated sign so anyone can know an emergency kit is available at that location. Hopefully symbol can be everywhere and be easy for someone to find the emergency equipment when needed. Paul has taken action to look for a logo.

  | * Dfdfmsgfgflm
 |  | Discussion |
|  | **New Business** *(New items on agenda)* |  |  |  |
|  | 3a | * **Meeting Frequency**
* Desire is to have it monthly. Start getting in the role of moving things forward and getting things done.
* Theresa suggested to wait to see if a December meeting will be necessary.
* **Review Safety Support Grid**
* Have HR review for a more current vacancies. HR or the VP of Business & Administrative Services will contact the supervisor and ask them to designate a replacement if someone has left. The confusion is who is responsible for assigning someone as a safety monitor. Goal: develop a procedure on how to replace a safety monitor.
* Judy volunteered the new VP to maintain the flowchart.
* Safety committee members are responsible for letting the VP know whether or not changes need to be made to the grid.
* **Safety Committee Membership**
* Establish members. Judy suggested it may be better to have a smaller group to make better decisions. Judy will talk to the president and get his feedback on what he thinks the safety committee membership should be.
* Derek Domenichelli is attending to represent John McDermott and Chris Shipe in the PE complex.
* Sandra would like safety monitors to attend a few meetings once in a while so they can stay up to date on the new decisions. Herb says it is the Safety Committee member’s responsibility to relay the message from the meeting to the safety monitors too.
 | Breza | [Flow Chart evacuation plan-9-15-16 draft.pdf](file:///C%3A%5CUsers%5Cjmontoya049%5CDesktop%5CFlow%20Chart%20evacuation%20plan-9-15-16%20draft.pdf) | Discussion |
|  | **NEXT MEETING:** Thursday, February 16, 2017 3:00 PM to 4:30PM; in Room 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.”*

Reviewed/endorsed at SGC Meeting, 2-26-14

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

**March TBD**

**April 20, 2017**

**May 18, 2017**

**June 15, 2017**

**July 20, 2017**

**August 17, 2017**

**September 21, 2017**

**October 19, 2017**

**November 16, 2017**

**December 21, 2017**