

LOS MEDANOS
COLLEGE

Safety Committee
Minutes/Notes due to No Quorum
Thursday, November 30th, 2017
3:00 PM – 4:30 PM

| | | <i>Topic/Activity</i> | <i>Lead</i> | <i>Handouts/ Reference Materials</i> | <i>Outcome*</i> |
|----|---|---|------------------|---|-------------------------------|
| | | <i>Members present: Victor Coronado, Julianna Curtis, Bob Estrada, Russ Holt, Mike Hotton, Kathryn Nielsen, Alex Porter, Carole Rogers, Clarissa Cadena (Committee Support)</i> | | | |
| 1. | Public Comment (limited to 2-3 minutes) Victor Coronado new member appointed by Academic Senate. | | N/A | | Information |
| 2. | Approve: Agenda for November 30, 2017 Review/Approve: Minutes from: May 18, 2017 October 19, 2017 No quorum. Items will only be discussed at today's meeting. | | Porter | http://www.losmedanos.edu/safety/committee.asp | Action Action Action |
| 3. | Old Business (items previously appearing on agenda) | | | | |
| | 2a | <ul style="list-style-type: none"> • Night Walk-through: Unable to schedule due to schedule conflicts. This is done at least once a year to see possible security issues. Will try to do before end of semester. Will need to do a walk through in Brentwood as well. | Porter Porter | | Information |
| | 2b | <ul style="list-style-type: none"> • Emergency Equipment and Supply: Refreshing of supplies and batteries/ send email on list of safety equipment- do periodic check, about once a quarter. Batteries, first aid, etc. • Supplies also held in Police Services office, consider that staff also use supplies. | | | Discussion |
| 4. | New Business (New items on agenda) | | | | |
| | 3a | <ul style="list-style-type: none"> • Committee Membership: This is to discuss membership in the committee- will reconvene when we have quorum. | Porter | | Information |
| 5. | Standing Items (Updates) | | | | |
| | 4a | <ul style="list-style-type: none"> • Safety Training Subcommittee: <ul style="list-style-type: none"> • Safety Training Schedule – Handout provided by M. Hotton on proposed training plan. Training's are done in two parts: the initial training discusses emergency preparedness, then a second training will be a walk-through to bring department to evacuation sites. Various departments have completed the initial training, will | Estrada | P:\Emergency Prep-Safety | Information Discussion |

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| | | <p>continue through Spring 2018. EOPS/ Counseling will have combined safety meeting next Friday for the first part, then the second part later. Some have already been scheduled for 2018. DSPS will do second training in Spring 2018. Goal: to reach out to more departments to complete this training. This document will be added to the agenda to keep everyone informed.</p> | | Training.pdf | |
| 4b | | <ul style="list-style-type: none"> • Online Resources Review <ul style="list-style-type: none"> • Website needs to be updated/fixed. Need to do quarterly updates for flowchart in disaster response team. At next meeting bring suggestions for webpage updates or send to Clarissa when request for agenda items goes out. | Porter | | Update |
| 4c | | <ul style="list-style-type: none"> • Other Updates <ul style="list-style-type: none"> • M. Hotton announced Pizza w a cop in early February- will have equipment on display, pamphlets and brochures available. Will also tie with emergency preparedness and training. | | | |
| 4d | | <ul style="list-style-type: none"> • Report-Outs <p>Report back to committees and constituents on campus. Any areas of concern, please bring information back for concerns or issues to bring to our attention, Campus issues should be brought to the committee to be addressed.</p> <p>Reminder to send agenda items at the request of email. Meeting adjourned.</p> | | | |
| NEXT MEETING: Thursday, January 25, 2018 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."*