



SAFETY COMMITTEE MEETING MINUTES

Thursday, November 30, 2023

Via Zoom

Regular Meeting: 2:30 p.m. – 4:00 p.m.

Approved

Members and Resource Staff present:

John Cuevas, Casey Fortier, Vince Garcia, Michael Hoffman, Ben’Zara Minkin, Paul Naas, Karen Pinkham, Ludmila Prisecar, Megan Rodriguez Antone, Nathan Staples, Jason Wendt.

Members and Resource Staff absent: Yesenia Haro, Max Hartman, Chialin Hsieh, Bettina Lee, Kim Lopez, Ingrid Melgoza, Paul Naas, Manuel Alejandro Pérez, Michele Rudovsky, Grey Sanderson, Graham Sheardown, Brian Tupper.

Guests and others present:

None.

AGENDA ITEM	CONTENT
Welcome and Establish Quorum	Quorum was established at 2:34pm
Review and Approve the Consent Agenda	ACTION: A motion to approve the November 30 draft agenda and the October 26 draft meeting minutes was made by Casey Fortier and seconded by Michael Hoffman. Motion passed.
Reports and Updates	<p>Public Safety: Captain Jason Wendt reported the following:</p> <ul style="list-style-type: none"> • Jason Wendt reported that he is working on the signage for the Public Safety Office in order to provide information for people who need services. People are encouraged to call Public Safety at extension 7000 from a campus phone. • Jason has scheduled a one-hour presentation at the January Flex Day to showcase Public Safety, office hours, and officers’ duties and responsibilities. There will be time for Q&A after the presentation. • Public Safety is getting ready for the end of the semester. When people are not on campus, it tends to be the busiest time for Public Safety. <p>Facilities: Karen Pinkham provided the following update:</p> <p><u>Storm Preparation</u></p> <ul style="list-style-type: none"> • Facilities is making sure they are prepared for any upcoming storms this winter. Since it will be an El Niño year, they are expecting a lot of rain. They have cleared storm drains, cleared the roofs of leaves and have purchased extra sandbags and sand, as well as additional quick dams which are used in the buildings as flood barriers. • Facilities has done a lot of work by the tennis courts where landslides occurred last year. • They have worked with contractors on a new ravine by the west entry to campus. The large pile of dirt that was by the west entry has been incorporated and is now gone. • The automatic generator was installed, so in case the campus does not have power, systems will stay online and the College’s network is instantly protected. Lights will

still go out because there is no power, but we have the generator and smaller generators that can be used around the campus. When the generators go on, Facilities is onsite to monitor 24/7 since those are gas generators. The smaller generators help with power to Building 23 and the labs, as well as provide power for the emergency radios. They will still need time for their systems to reboot. One of the biggest challenges for Facilities is that when the campus loses power, the boilers go down. It takes a few hours for them to come back up to the proper temperature in order to provide heat to buildings.

Fire Inspection

The Fire Inspector was on campus, however there was a fire alarm while they were here so they will come back on December 4 to finish the second half of the inspection.

Exterior Lighting

The exterior lighting has been problematic over the last couple of years, but most of the lights are on and are now working. Facilities is making sure that everything is illuminated.

Interior Lighting

They had issues with the lighting controller in Building 23, but they were able to override it and the lights are now on, however they are still working through the problem. They are actively looking at hallway lights in Building 23.

Comment:

- VP Prisecar asked if there has been a resolution for the problem with the main doors in Building 1 when it rains.
 - Karen Pinkham said the work has been completed and they are hopeful that there are no interior leaks, however they will need a good rain to test it. She explained that when the main door opened, there was a sensor issue that kept the doors open and that has been fixed. If the rain “slants” in to the doorway, all they can do is lock the sliding doors and use the single door. Other than the lobby in Building 1, they are not expecting water intrusion. They are still in contact with the contractor and the insurance company regarding the lobby issues.

Emergency Preparedness Office

Ben’Zara Minkin and his team just finished the last round of Building Captain trainings at CSM and there were approximately 55 people district-wide who attended the training. Next time, they hope to train all managers.

They are training with the new first aid kits. They are creating design standards for them to go into the buildings. He is not certain when that project will be completed, but the campuses will be notified and training will be done. In 2025, the campuses will be required to have trauma kits in all of our buildings.

Comment:

- VP Prisecar asked if they will be providing a list of all Building Captains to the campuses.
 - Ben’Zara said the lists are updated and will be posted to the emergency websites as soon as those are activated. They have worked with the Professional Development Academy to obtain photos, bios and quotes from the Building Captains as well as where the Building Captains are located. The emergency

	websites are not connected to the district’s website yet as they have not had final approval to release it. He will continue to provide updates.
Parking on the Loop Road Across from Baseball Field (Karen Pinkham and Jason Wendt)	<p>Jason Wendt said they identified a few things, including safety issues, and whether they might need some outside assistance as well as permits. They want to make sure it is done properly within the guidelines and with safety in mind.</p> <p>Karen Pinkham said they have to determine how to slow down traffic in general across the entire campus. They are considering finding a consultant to help them with a traffic study. There are a lot of people who walk or bike the campus and they may want to consider adding a bike lane on the Loop Road, reducing it from three lanes to two, which would slow traffic down. There is also a concern around drivers cutting through the parking lot and speeding through it to access the Loop Road.</p>
Health Services Available at Night	<p>VP Prisecar checked with Dean Wissem Bennani about health services and the Health Center is open Monday-Friday from 9:00 am-3:00 pm. There are no health services after 3:00 pm and they recommend that people call 9-911. She passed along her concerns to VP Manuel Pérez and Dean Wissem Bennani.</p> <p><u>Comment:</u></p> <ul style="list-style-type: none"> • Jason Wendt said Public Safety can help facilitate emergency response. People can call Extension 7000 from a campus phone or 9-911. It is recommended that people call Public Safety first because they can help direct the appropriate emergency services to the correct location.
Spring 2024 Proposed Meeting Schedule	<p><u>Spring 2024 Proposed Schedule</u> January 18, 2024, 2:30 pm-4:00 pm February 15, 2024, 2:30 pm-4:00 pm March 14, 2024, 2:30 pm-4:00 pm April 25, 2024, 2:30 pm-4:00 pm May 16, 2024, 2:30 pm-4:00 pm</p> <p>ACTION: A motion to accept the Spring 2024 Safety Committee proposed meeting schedule was made by Nathan Staples and seconded by Megan Rodriguez Antone. Motion passed.</p>
December 14, 2023 Preliminary Agenda Items	<ul style="list-style-type: none"> • Review and approve November 30, 2023 meeting minutes. • Reports and Updates • Other <p>Please email VP Ludmila Prisecar with additional agenda items.</p>
Round Table	<ul style="list-style-type: none"> • VP Prisecar asked Facilities and Public Safety if they could provide an update on the fire alarm situation in Building 13. <ul style="list-style-type: none"> ○ Karen Pinkham said there have been no new fire alarms, but the restroom in question remain closed and locked. They are working with the Fire Marshal to switch alarms from a smoke detector to a heat detector. The College still has to report it to the Division of the State Architect. Until then, the restroom must remain closed. • Paul Naas commended Facilities for repairing the auto close mechanism on the studio door. The door did not close all the way, so David in Facilities adjusted the mechanism and the door now closes. Paul said there is equipment in the room that is irreplaceable and he is glad that it is now secured.

	<ul style="list-style-type: none"> • On the Administrative Services website, VP Prisecar added a tab for Facilities that includes the facilities request link, information on emergencies, the key request form and other items. Here is the link: https://canadacollege.edu/adminservices/facilities.php • Karen Pinkham reminded people to please submit work orders when facilities requests are needed.
Next Meeting	The next Safety Committee Meeting will be held on December 14, 2023, from 2:30-4:00pm.
ADJOURNMENT	<p>ACTION: A motion to adjourn the Safety Committee Meeting was made by Paul Naas and seconded by Casey Fortier. Motion passed.</p> <p>Meeting adjourned at 3:09 p.m.</p>