



District Sites - Safety Committee Meeting

November 18, 2009

Meeting Minutes

Members Present:

Mary Bender	Cheryl Burge	Ben Gamboa	Tommi Ng
Steve Kelley	Steve Sutorus		

Committee Membership:

Mary Bender	Tommi Ng	Ben Gamboa	Cheryl Burge
Kelly Goodrich	Colleen Leon	Steve Kelley	Steve Sutorus

Welcome, Sign-in, and Minutes:

The meeting was called to order at 3:10 p.m. and each member signed in. Tommi's last name will be changed to Ng in future meeting materials. Kelly Goodrich asked to be removed from the committee – Steve Kelley will still be on the committee representing Facilities. September 11, 2009 minutes were reviewed and accepted by the committee.

Great Shake Recap:

The committee discussed the recent earthquake drill and considered it a success, although the group agreed that this type of drill is awkward. Suggestion to use bullhorns or sound the building alarms instead of verbally announcing an earthquake. Sutorus remarked that the official evacuation time was 2 minutes, 25 seconds.

CalOSHA Update:

Sutorus gave an overview of the entire process to date. He also covered upcoming events. Sutorus will send out the CalOSHA reports to the committee.

Safety Issues/Other:

S. Kelley outlined and gave a status report on three current projects (HR door, Cameras, AEDs). The HR door project currently is under review by District Administration. Regarding the cameras project and AED project, S. Kelley is currently getting information from vendors (possible demonstration next meeting). It appears the committee believes the AED and HR door project should have the highest priorities if funding becomes an issue. S. Kelley will look into purchasing carpets rather than renting them.

Next Meeting:

Friday, January 15th 2010, 2:30 pm. Conference Room #2 (this meeting date was pushed back one week due to scheduling). This committee meeting is set up as a reoccurring meeting – 2nd Friday of every other month.