



District Sites - Safety Committee Meeting

November 19, 2010

Meeting Minutes

Members Present:

Mary Bender
Colleen Leon

Cheryl Burge
Steve Sutorus

Committee Membership:

Mary Bender
Colleen Leon

Tommi Ng
Kelly Goodrich

Ben Gamboa
Steve Sutorus

Cheryl Burge

The meeting was called to order at 2:33 p.m. and each member signed in.

Burge informed the committee that Tommi Ng will no longer be on the committee as she is now located primarily at SBVC. Jeremiah McFarland will replace Tommi on the committee.

The group recapped the events surrounding the Great Shakeout earthquake drill and evacuation. All sites participated in the drill and, apart from the rainy weather, the event was satisfactory.

The committee discussed the newly installed lobby phone. The phone is still not being utilized as intended. To help improve things, Sutorus will revise the phone extension listing, purchase a standing sign, and create graphical aids to direct patrons to the phone.

Some ATTC and PDC staff do not have a key to get into the District office. Sutorus will look into the use of a department key for both ATTC and PDC staff.

Sutorus gave an overview of the progress on the District's Hazardous Mitigation Plan and the draft document was emailed to the committee for review and comment.

Sutorus distributed the new job description for the Environmental Health and Safety Administrator and discussion on job responsibilities ensued.

Regarding safety issues at the Annex, Sutorus informed the group that the broken lock was fixed and the light bulbs (in lieu of replacing the ballasts) are in the process of being replaced on 11/21/10. Facilities will be looking into replacing the filters in the ceiling and will confirm that the leaking window was fixed.

Leon and Sutorus confirmed that the AEDs are still being monitored monthly.

Next Meeting:

Friday, January 21st 2010, 2:30 pm. Conference Room #2.