

District-Wide Safety Committee

Meeting Minutes

July 28, 2011, 3:00 pm, PDC 104

Members Present

Whitney Fields, Ruth Greyraven, James Hansen, Rosemarie Hansen-Barnes, Pat McCurry, Sarah Miller, Charlie Ng, Amalia Perez, Steve Sutorus

Members Absent

Ben Gamboa, Guy Hinrichs, Colleen Leon, Mike Strong, Tatiana Vasquez

Guests Present

Rosalind Lee, Administrative Secretary, Police Department
Jack Miyamoto, Consultant, Human Resources
Krysten Newbury, Police Officer
Tanya Rogers, Internal Auditor
Chris Tamayo, Sergeant, Police Department
Suzanne Trowbridge, Keenan & Associates

Review & Approval of April 15, 2011 Meeting Minutes

Sarah Miller opened the meeting by suggesting that any members present today that were also present at the April 15 meeting review the minutes of that meeting. She then asked if anyone had a motion for acceptance or a request for corrections. Pat McCurry objected to the following wording in in paragraph 1.c. under Discussion Items:

“According to Trowbridge the majority of the loss was incurred by mental stress claims which arose solely from employment issues in the Police Department.”

He felt that the claims in question may have arisen in the Police Department, but that they had nothing to do with employment issues and felt that the minutes should not state that they did. Sarah stated that the minutes were accurate based on her recollection and asked the committee if anyone had a different recollection. A discussion ensued, including the following points:

- Suzanne Trowbridge of Keenan remembered stating that there were mental stress claims out of the Police Department, but that they could have been as a result of a good faith personnel action or it could be employment related issues. She referred to an action item she had noted for herself in which she had to further investigate the nature of the claims.
- Sarah recalled that the conversation at the last meeting was that these claims did not arise out of the stress of the duties of being police or security officers, but from employment issues. According to Pat, in a police officer’s job, the majority of the stress has to do with handling calls, not with going to work.

- Sarah reminded Pat that he had been called away from the April 15 meeting (this was due to a death in the family).
- Sarah offered to strike the word “solely” and change the words “employment issues” to “personnel issues” or “personnel actions”.
- Suzanne informed the committee that after researching the claims, it turns out they were a result of good faith personnel actions and that the claims were actually denied.
- Sarah pointed out that the minutes should reflect what was said at the April 15 meeting, rather than the results of Suzanne’s research, which were not presented until today’s meeting.

Rosemarie Hansen-Barnes moved that the minutes be accepted with the change of the sentence in question as follows, and that Suzanne’s concerns be reflected in the minutes of the July 28, 2011 meeting.

“According to Trowbridge the majority of the loss was incurred by mental stress claims which arose solely from ~~employment~~ personnel issues in the Police Department.”

Ruth Greraven seconded the motion, and the minutes were adopted with three aye votes (Ruth Greraven, Charlie Ng and Rosemarie Hansen-Barnes), one nay (Pat McCurry), and one abstention (Jim Hansen).

Introduction of Environmental Health & Safety Administrator

Sarah advised the committee that the District had hired Whitney Fields as an Environmental Health & Safety (EH&S) Administrator. She mentioned that this position, which is new for the district, had been created due to the activities of the District-Wide and campus safety committees. She proceeded to introduce herself, as did everyone present.

Whitney introduced himself to the committee and stated briefly his history, which included 15 years in the EH&S field, as well as a recent stint at the University of Redlands. Currently he is working with stakeholders throughout the district, making an assessment of the district’s needs. He thanked the committee for a warm welcome.

Updates on Plan/Compliance Status – Formaldehyde

Sarah stated that for many years district employees have been using specimens treated with formalin, which is now officially recognized as a carcinogen. Unfortunately, until recently the district did not have a program in place for monitoring exposure, training employees, or providing safety equipment. She was happy to report, however, that at the July 21, 2011 board meeting the Board approved the firm Protec to assist in the effort to provide training and information to exposed employees.

Updates on Plan/Compliance Status – Hazard Mitigation Plan

Pat McCurry advised the committee that FEMA requires the district to have in place a Multi-Jurisdictional Hazard Mitigation Plan that is updated every five years. The district’s 2005 plan is now being updated and was submitted to FEMA in January 2011. FEMA responded on or about July 26, and Pat asked Krysten Newbury to advise the committee on that response, as she was the district liaison with Carolyn Harshman, the district’s consultant, and FEMA’s representative, Virginia Hale. Krysten stated FEMA had requested some minor, cosmetic corrections (i.e. changing the plan to refer to SBCCD

as a district, rather than a city). Ms. Harshman made the requested corrections, which Krysten forwarded to FEMA. Based on this recent activity, Krysten felt the plan would be approved by FEMA.

Sarah Miller expressed her concern that the plan states there was extensive public review and that a copy of the plan had been placed on the website for public review and comment. Sarah expressed doubt that this had taken place. Krysten advised that the plan had been placed on the website, and that the district community had been invited to attend planning meetings, and to make comments and suggestions.

However, several committee members had not seen the plan or the invitation to comment. Charlie Ng stated that before the plan is submitted to the Board for approval, it remains a draft. Therefore, that draft, once it has FEMA's approval, should be posted on the website with a formal invitation to the public for review and comment. Charlie offered to assist Pat in laying out a schedule for these events.

Krysten Newbury left the meeting.

Updates on Plan/Compliance Status – Emergency Operations Plan

Pat advised the committee that the Emergency Operations Plan was submitted to Bruce Baron at the onset of his wrist injury. To Pat's knowledge, Bruce, Charlie and Whitney would be reviewing the plan on August 1.

Updates on Plan/Compliance Status – Clery Compliance

Pat advised the committee that Rosalind Lee, Chris Tamayo, and he had recently attended the Clery Act Training Seminar in Phoenix, Arizona sponsored by Security on Campus, Inc. The seminar was informative and provided a good opportunity to build contacts. Pat went on to mention that Tanya Rogers has been auditing the district's compliance with the Clery Act and asked that she address the committee. Tanya informed everyone that, using a Clery Guide, which mirrors the Higher Education Act, the district has made a list of things which needed to be done or refined, or added to our student's right to know base. She met with the Police Department on July 27 to review this emerging report and feels that the district will be ready for the October 1 deadline.

Sarah Miller voiced her concern that she felt there was not enough time for the district to adopt emergency response procedures, as well as publicize and practice them prior to October 1, as required by the Clery Act.

The committee discussed the Emergency Flip Chart that is posted in all the classrooms and office spaces of the district. It was pointed out that in some cases the chart is not applicable to every location. One notable example given was the inability to lockdown in a classroom. Ruth Greyraven mentioned that this discrepancy undermined her confidence in the rest of the document's validity. Pat pointed out that the flip chart represented approximately 200 hours of collective meetings with Dio Shipp, Charlie Ng, Jim Hansen, Mike Strong, Steve Sutorus, his lieutenant, himself, and a consultant. He went on to advise that Mike and Jim would be the ones to address regarding keys and the locking of doors. It was mentioned that practicing emergency procedures would allow gaps, such as the inability to lockdown, to be identified and addressed.

Ruth stated that often her requests for safety information have gone unanswered by the VPs of Admin. Charlie Ng advised the committee that these concerns would be noted by management and that the VPs

of Admin at each site would be asked to address site specific alterations to the flip charts. Methods should be developed to capture campus feedback on the users' experience with, and knowledge of, the safety procedures as applicable to their specific areas.

Rosemarie Hansen-Barnes mentioned that the wording in the chart that states that faculty will be called on as instrumental people during an emergency was misleading as the law did not require faculty to stay. However, Charlie mentioned that the district could still call on faculty to stay, even if the law did not require them to stay, and that possibly the wording could be changed to reflect that they would be asked to stay.

Updates on Issues Identified at April 15, 2011 Meeting – Keeping Supervisors “In the Loop” on Work Comp Claims & Need to Develop Program to Address Bullying in the Workplace

Sarah advised the committee that Jack Miyamoto would address the issues of providing supervisors pertinent knowledge about workers compensation claims in their area, as well as the need to develop a program to address bullying in the workplace.

Jack advised the committee that he had met with Charlie Ng and Sarah Miller regarding these issues. He, along with Amalia Perez, will be researching the district's options, developing some strategies, and reporting back to Sarah and Charlie before the committee's next meeting.

Discussion/Brainstorm: Can We Identify & Address Safety Issues Arising from Construction/ Demolition Activities in a Proactive Way?

Charlie recommended that this issue be tabled and the committee agreed.

Next Meeting

The next meeting of the Safety Committee will be at 3:00 pm on Friday, September 2, 2011 in PDC 104.

Kelly Goodrich, Recorder