



District Sites - Safety Committee Meeting

March 18, 2011

Meeting Minutes

DRAFT

Members Present:

Mary Bender
Colleen Leon

Ben Gamboa
Steve Sutorus

Committee Membership:

Mary Bender
Colleen Leon

Jeremiah McFarland
Kelly Goodrich

Ben Gamboa
Steve Sutorus

Cheryl Burge

The meeting was called to order at 10:05 a.m. and each member signed in.

The committee reviewed and accepted the November 19th meeting minutes. The group acknowledged the cancellation of the January 21st meeting due a scheduling conflict. Sutorus reminded the group that all meeting dates, agendas, and minutes can be found on the District website under Environmental Health and Safety.

Sutorus recapped the repair and maintenance projects that have transpired since November, namely tree trimming, roof/leak repairs, parking lot light repairs, plumbing leaks, and ballast replacement. The District site is considering upgrading the HVAC control system. Ceiling tiles are needed to be replaced at the Annex. Light bulb replacement will be an on-going project.

The SWACC Property and Liability Follow-up Audit report was reviewed by the committee. "Open" recommendations will be addressed by each site.

Sutorus gave an update on the new Environmental Health and Safety Administrator position. The minimum qualifications were changed in hopes of attracting more candidates.

Sutorus gave a recap of the newly installed phone/signs in the District lobby. Overall feedback from the committee was very positive.

AED and fire extinguisher monitoring is up to date at District Office sites. One new and one recharged fire extinguisher are needed at Annex.

Lock-Down walk-through has been requested for Annex and ATTC. These sites will use Russ Sutter from Willdan for this training.

B. Gamboa gave a report on the Surge Protector program from Edison. The goal is to have a new surge protector at each desk, saving the District \$50 per year per desk.

Next Meeting:

Friday, May 20, 2:30 pm. Conference Room #2.