

# Safety Committee Mtg. Minutes 2/26/08

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Attendees: Loretta Farris, Danny Glass, Pete Katsumis, Vickie Nunes, Kathy Smith, Linda Hayes, Sandy Wong, Lesli Sachs, Phyllis Lucas-Woods, Debbie Joy

## **Discussion re: Revival/Reconstitution of Committee**

- **Committee Representation Requirements per Contracts**
- **AFT - 16.6; CSEA - 13.6; AFSME - 13.6**
- **Chair & Committee Role & Responsibilities**
- **Style and Format of Meetings**
- **Frequency of Meetings**

**Committee Representation** - We still need another representative from AFSME and AFT. Danny will contact AFSME and Lesli will contact Martin Partlan/AFT.

**Style & Format of Meetings** - At each meeting we will review all Accident Reports. Lesli will bring the reports to each Safety Committee meeting.

An accident occurred at the staircase south of the Bookstore. Lesli commented that 5 other accidents had occurred at this staircase and she will gather the information from the reports to bring to the next meeting.

A letter of concern will be drafted regarding these stairs.

## **Frequency of Meetings - Scheduled Meetings**

2/26/08

3/31/08

4/29/08

5/20/08

## **Update on/Status of Tasks**

- **AEDs from Pamela Kurtzman**
- **Mounting of Cabinets – Danny Glass**
- **Evacuation Chairs**
- **911 Evacuation Postings**
- **Emergency Operations Center (EOC) – Bldg 9-154**
- **Update on District SEMS/NIMS Binders & Training/Drill**
- **Location of EOC Box**
- **Need to replenish & organize materials in EOC Box to replicate District EOC Box**
- **Need to develop EOC Floor Plan**
- **Need to create/duplicate EOC Box for Bldg 1**

**AEDs** - 5 AED & Cabinets are on campus. Danny will review the locations and begin the process of placing them in their pre-designated areas. Pamela Kurtzman resent an email with the areas designated for the AEDs and Danny has that email.

Cindy Mak (Cañada Trainer) will receive the portable AED.

Original plans for the AEDs will be put in the Evening Administrators Binder and sent to the College Community.

**Evacuations Chairs** - Cañada has 6 evacuation chairs – we will review their locations, obtain the picture of Cañada’s evacuation chair, and send it to the committee

**911 Evacuation Postings** - We will revisit the evacuation information and routes for Building 3 and Building 9. We will make sure enough postings are posted in Building 9.

We will revisit the Building Captain’s lists to be sure they are up-to-date.

**Emergency Operations Center (EOC) – Bldg 9-154** – We will replenish and organize the materials in the EOC Box. We will talk to the Sheriff’s Office and the Fire Dept. as possible options to replenish the Box.

Darrell or Stan Leyva will be contacted re: a copier and/or fax machine to be used in the EOC. Can we use a copier and/or fax machine from Financial Aid or the Business/Cashier’s Office?

Vickie is working with NEXTEL to find out why our service is so poor on campus, especially Building 9.

We will check to see if the Dance Studio has had analog lines installed and is ready to be used as an EOC. We will also look into duplicating our EOC box for the Dance Studio.

**AED/CPR/First Aid Training** – Lesli will find training resources to hold an AED/CPR/First Aid class on campus. This class will need to be paid by attendees since we have no money in the budget to pay for these classes.

**Elevators** – Kathy has checked the campus auxiliary phones and the elevator phones with ITS. This is done and all are in working order except the elevator in Building 3. She will verify that it is working.

Arlene Calibo at the District Office is the contact for elevator needs.

**Campus Updates** – Linda reported the fire hydrant outside Building 3 has been covered and there is danger from a extension cord outside of Building 13.

The District has closed the bid on the Coffee Kiosk outside of Building 13.

The Gateway Project has a new project manager from CPD.

There was discussion regarding the ramp outside of Building 16. It ends precariously for those in a wheelchair. Danny will take care of finding out what needs to be done.

Safety Committee representatives will take all Safety meeting notes to Constituents to keep the College Community informed.

Each Division will post Safety Committee meeting dates.

Safety Committee minutes will be posted on the web.

Loretta Davis will go to the next ASCC meeting to request to be assigned as a member of the Safety Committee

We will ask Jennifer James and/or Alex Acenas to come to our next meeting and give a construction update with matrix included.

**Next Meeting:** 4/29/08 in Building 9-Room 153 at 10:30.