



## SAFETY COMMITTEE MEETING MINUTES

Thursday, December 5, 2024

Draft

Via Zoom

Regular Meeting: 2:30 p.m. – 4:00 p.m.

**Members and Resource Staff present:** John Cuevas, Max Hartman, Ben'Zara Minkin, Ludmila Prisecar, Megan Rodriguez-Antone, Michele Rudovsky, Grey Sanderson, Jessica Silver-Sharp, Nathan Staples, Jason Wendt.

**Members and Resource Staff absent:** Tony Burrola, Arman Eshraghi, Casey Fortier, Vince Garcia, Yesenia Haro, Chialin Hsieh, Kim Lopez, Ingrid Melgoza, Paul Naas, Karen Pinkham, Laura Roston, Brian Tupper.

**Guests and others present:** RoseMarie Mendoza Morrison, Kat Sullivan-Torrez.

AGENDA ITEM	CONTENT
<b>Welcome and Establish Quorum</b>	The meeting began at 2:34 p.m. Quorum was established.
<b>Review and Approve the Consent Agenda</b>	The October 24, 2024 draft agenda, October 24, 2024 draft meeting minutes, and September 26, 2024 draft meeting minutes were presented. Motion to approve the consent agenda. Moved by Jessica Silver-Sharp, seconded by John Cuevas. Motion passed.
<b>Reports and Updates</b>	<p>Public Safety Reports and Updates: Jason Wendt wasn't able to attend the meeting.</p> <p>Due to the scheduling conflict, Facilities Reports and Updates item was moved first on the meeting agenda.</p> <p>Facilities Reports and Updates: Karen Pinkham reported the following:</p> <p><b>Traffic Study Update</b></p> <ul style="list-style-type: none"><li>The results of the traffic study have been received and will be presented to the Cabinet on December 12th. The findings will be shared at the next Safety Committee meeting. Further action will be determined after the discussion.</li></ul> <p><b>Traffic Concerns – Fire Access Road</b></p> <ul style="list-style-type: none"><li>There is ongoing work to address speeding issues with Uber, Lyft, and DoorDash drivers on the fire access road in front of Building 13.</li><li>Temporary measures, such as delineators, have been installed, and permanent ones are expected soon.</li><li>Cross-hatching and "Authorized Vehicles Only" striping will be added to discourage unauthorized use. The fire access must remain clear for emergencies.</li><li>Early observations show reduced traffic since these measures were implemented.</li></ul>

## Winter Storm Preparedness

- Despite current pleasant weather, preparations for winter storms continue.
- The campus is stocked with sandbags, extra sand, and fully tested generators. Storm drains are cleared and prioritized.
- Additional tree trimming by professional arborists will take place in the next couple of weeks to address potential safety hazards, particularly near neighboring areas.

Jessica Silver-Sharp raised a concern from a faculty member regarding non-functioning floor-issued radios during power outages in Building 9.

Karen Pinkham responded that the issue was confirmed with facilities and public safety during the last outage. The radios depend on the campus radio repeater, which fails when the power goes out. Facilities is in contact with Kenwood to address the issue and is looking to replace the Kenwood radios with a newer Motorola system. A temporary solution was implemented by placing backup batteries in a closet in Building 9, but the radios remain unreliable. The district is considering upgrading to digital radios, which are more reliable and modern compared to the current analog system. Karen Pinkham also emphasized that communication is critical, especially during emergencies or storms and Facilities is prioritizing the issue and working to resolve it, with ongoing discussions on radio upgrades.

The "repeater" is a communication device that sends out signals, described as a "blinky black box" by Karen Pinkham. The repeater requires power to function, which is why generators are used to maintain communication during outages. Additionally, Karen Pinkham explained that MPO is the main point of entry for campus communication. It ensures that all communication systems remain operational. A generator is located outside Building 8/5 to maintain communication continuity during power outages, particularly near the elevator area.

Jessica Silver-Sharp said that she will share this information.

Ludmila Prisecar added that a year ago, multiple power outages occurred during the installation of the generator, which delayed campus reopening as systems were down. Without a generator backup, extra hours are required to power up systems, log them in, and ensure classrooms are ready for use. The generator is critical for maintaining campus operations during outages and minimizing loss of instructional hours. Ludmila Prisecar emphasized that it is important to ensure the generator is fully operational to support system recovery and timely campus reopening.

## Emergency Preparedness Office Reports and Updates (Ben'Zara Minkin)

**Ben'Zara Minkin** mentioned that a tsunami warning was received, and communication was sent out via email after confirming no evacuation was needed. Alerts were sent from multiple sources: the district, county, and the National Weather System. Several Bay Area schools evacuated, and transportation routes were briefly suspended, but these were reopened shortly after. **Ben'Zara Minkin** also added that SMCCD campuses are not in

	<p>tsunami evacuation zones, and Pacifica campus serves as an evacuation center for the coast.</p> <ul style="list-style-type: none"> <li>• <b>After Action Report</b> <ul style="list-style-type: none"> <li>○ An after action report has been completed for the recent drills and is now being reviewed with executive leadership for accessibility and accountability.</li> <li>○ The report includes sections on strengths, weaknesses, and recommendations for improvement in safety protocols.</li> </ul> </li> <li>• <b>Key Recommendations from After Action Report</b> <ul style="list-style-type: none"> <li>○ <b>Correct programming of pre-drill templates:</b> Ensure accuracy of templates in the emergency communication system (Rave).</li> <li>○ <b>Update and verify user information:</b> Manually input missing users and provide opt-in posters for enrollment in emergency notifications.</li> <li>○ <b>Regular testing of Acams systems:</b> Ensure system functionality and collaboration with unlocking teams.</li> <li>○ <b>Regular PA system volume checks:</b> Test PA systems weekly and ensure consistent volumes across campuses.</li> <li>○ <b>Improved documentation storage:</b> Work on a policy for storing after action reports for district-wide access.</li> </ul> </li> </ul> <p><b>Ben'Zara Minkin</b> added that his team is working with executive leadership on where the after-action report will be stored and accessible for transparency. Regular follow-ups to ensure recommendations are implemented and gaps addressed.</p> <p>Jessica Silver-Sharp posed a question regarding the Emergency Operations Plan that was posted last year but is not currently visible on any of Cañada's Safety Emergency websites.</p> <p>Ben'Zara Minkin explained that once Vince is back, the goal is to post the Emergency Operations Plan on each college website, as recommended. The EAP is currently available on the Emergency Management website. The <a href="#">link</a> was shared in the chat for easy access. The plan includes various modules covering drills, protocols for shelter-in-place, air quality, evacuation, lockdown barricade drills, and crisis communication. Upon Vince's return and additional public safety integration, the plan will be fully updated and posted on all college websites.</p> <p>Jessica Silver-Sharp also recommended to label the plans under different years (e.g., 2024 or 2025) on the updated Emergency Operations Plan to distinguish it from older plans.</p> <p>Ludmila Prisecar recommended Ben'Zara Minkin to share the links with the marketing team to coordinate website updates.</p>
<b>District Managers' Health and Safety Committee (DMHSC) Meeting, June 3, 2024 and September 4, 2024</b>	<p>Michele Rudovsky provided the following update:</p> <p><b>Building Captains Program</b></p> <ul style="list-style-type: none"> <li>• Benzara will conduct training next semester.</li> </ul>

<p><b>Update (Michele Rudovsky)</b></p>	<ul style="list-style-type: none"> <li>• Efforts to strengthen the program with public safety officers and captains working together.</li> <li>• Need to update websites and add members to building captains. Encouraged to spread the word and develop email distribution lists.</li> </ul> <p><b>Staff Parking Permits</b></p> <ul style="list-style-type: none"> <li>• New staff parking permits will be issued in January, as current ones expire at the end of the year. A memo will be sent out with details.</li> </ul> <p><b>Dogs on Leash Policy</b></p> <ul style="list-style-type: none"> <li>• Increased reports of dogs off-leash on district property.</li> <li>• Signage for all campuses will be ordered, emphasizing leash laws, no dogs in athletic fields, and proper pet care.</li> <li>• Signage will reference county ordinances for enforcement.</li> </ul> <p><b>Workplace Violence Prevention Plan</b></p> <ul style="list-style-type: none"> <li>• Shared website and email address for reporting incidents.</li> <li>• Feedback from the committee is crucial for addressing safety issues and workplace violence.</li> </ul> <p><b>Duress Buttons</b></p> <ul style="list-style-type: none"> <li>• Duress buttons are connected to the AMAG access control system and alert public safety when pressed.</li> <li>• Locations include areas with cash handling, counseling, and student services offices.</li> <li>• New requests for duress buttons should go through the dean for approval and funding.</li> </ul> <p><b>Duress Button Use &amp; Emergencies</b></p> <ul style="list-style-type: none"> <li>• Duress buttons activate public safety responses, but for life-threatening situations, calling 911 directly is recommended for faster assistance.</li> </ul> <p><b>Next Steps</b></p> <ul style="list-style-type: none"> <li>• Discussed equitable distribution and installation of duress buttons across campuses.</li> <li>• All changes or requests related to campus safety equipment need to go through the dean and college cabinet.</li> </ul> <p>Jessica Silver-Sharp commented that some individuals expressed fear about contacting emergency services due to negative past experiences with law enforcement. The idea of using the panic button was highlighted as a way to report incidents anonymously, addressing these concerns. This perspective was new to the committee and will be considered when discussing safety protocols.</p>
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	<p>Michele Rudovsky asked for some clarification of the experience of contacting emergency services.</p> <p>Jessica Silver-Sharp replied that two Latino individuals shared concerns regarding their experiences with law enforcement as people of color in the Bay Area. This has impacted their comfort with calling emergency services.</p> <p>Michele Rudovsky thanked Jessica Silver-Sharp for the information and stated that it is valuable for improving customer service and ensuring sensitivity when interacting with the community.</p> <p>Michele Rudovsky continued with the updates and shared the following:</p> <p><b>COVID-19 Recovery and Safety Procedures</b></p> <ul style="list-style-type: none"> <li>○ The district is strengthening internal controls regarding COVID-19 test distribution.</li> <li>○ Tests are still being distributed at public safety and health centers, but tracking will be more detailed (e.g., identifying whether the recipient is faculty, staff, student, or visitor).</li> <li>○ This will ensure proper record-keeping and accountability for resources.</li> </ul> <p>Ludmila Prisecar asked for clarifications on the timeline.</p> <p>Michele Rudovsky replied that new tracking procedures for COVID-19 test distribution will be implemented soon. When obtaining tests at public safety or health centers, individuals will be asked to identify whether they are faculty, staff, student, or a visitor. This change is expected to be in place by the New Year.</p>
<p><b>Spring 2025 Proposed Schedule</b></p> <p>January 16, 2025, 2:30 pm-4:00 pm</p> <p>February 13, 2025, 2:30 pm-4:00 pm</p> <p>March 13, 2025, 2:30 pm-4:00 pm</p> <p>April 24, 2025, 2:30 pm-4:00 pm</p>	<p>Ludmila Prisecar proposed the same meeting dates as last year, ensuring they fall on Thursdays. The main meeting near Commencement was canceled last year due to scheduling conflicts and will not be included this year. Ludmila Prisecar also reminded members that if any dates conflict later on, adjustments can be made.</p> <p>Motion to approve the proposed spring 2025 meeting schedule. Moved by Nathan Staples, seconded by John Cuevas.</p> <p>Motion passed.</p> <p>Karen Pinkham provided an update that the batteries have been replaced.</p>

<b>Floor Issued Radios don't work</b>	<p>Michele Rudovsky added that Public Safety dispatchers monitor two radios: one on the base station (Public Safety Dispatch channel) and another on the Public Safety channel used during incidents. If anyone is concerned about radio functionality, they can perform a radio check by contacting dispatch on the Public Safety channel. The procedure is:</p> <ol style="list-style-type: none"> <li>1. Call dispatch on the Public Safety channel.</li> <li>2. Dispatch will respond, and you will then request a "radio check."</li> <li>3. Dispatch will confirm the check.</li> </ol> <p>Ludmila Prisecar mentioned that Ben'Zara, Jason, and Michelle discussed the integration of building captains with public safety. The idea was proposed to perform a check on all building captains once fully integrated, ensuring everyone is familiar with their radios and knows how to use them. This proposal was added to the "wish list" for next year as a goal for further improving safety preparedness.</p> <p>Ben'Zara Minkin commented that this is a reasonable request.</p> <p><b>Jessica Silver-Sharp</b>  A question was raised regarding the building captains' availability, as libraries are open on Saturdays but building captains typically do not work on Saturdays.</p> <p>Michele Rudovsky mentioned the importance of resilience and flexibility in operations. Custodians and public safety personnel are available on Saturdays, and they are familiar with the campuses to provide assistance when necessary. She also emphasized the need for continued strengthening of evacuation procedures, particularly for fire alarms, which are universally known but can be further enhanced through training and preparedness.</p> <p>Ludmila Prisecar provided more information regarding the Emergency Response System. She mentioned the Astra system, which tracks campus events, including outside vendors and classes, especially on weekends or low-activity days like Saturdays. Public safety and Facilities teams rely on this system to ensure everyone is evacuated in case of an emergency. Ludmila Prisecar also added that there is a proposal to implement a shared calendar for building captains to track who is on campus and available for emergencies. Emphasis on the importance of building captains working closely with public safety to ensure safe and efficient evacuations when needed.</p>
District Cell Phone Services update	<p>Michele Rudovsky provided the following updates</p> <ul style="list-style-type: none"> <li>• The DAS system works similarly to Wi-Fi but transmits cell signals using repeaters in buildings to improve cell coverage.</li> <li>• Skyline College is currently installing both internal and external DAS systems to enhance cell signal reception, funded by the college itself.</li> <li>• The DAS system is a large project, involving fiber and cable installation into every building, as well as backend infrastructure to connect to cell towers.</li> <li>• Due to a heavy workload, the current project team cannot take on additional DAS installations at this time, and no timeline or funding is available for other campuses at the moment.</li> </ul>

	<ul style="list-style-type: none"> <li>The DAS installation is on the project list for the future, with input from Marie Mejia, Director of Capital Projects, and the colleges.</li> </ul>
<p>Requests to share the duress buttons criteria</p> <p>January 16, 2025, Preliminary Agenda Items</p> <ul style="list-style-type: none"> <li>• Reports and Updates</li> <li>• Other</li> </ul>	<p>Ludmila Prisecar invited everyone to share any future agenda items by emailing her.</p> <ul style="list-style-type: none"> <li>The draft agenda for the October 24 meeting and draft September 26 minutes will be reviewed and approved at the next meeting when there is quorum. Reports and Updates</li> </ul>
	<p>Jessica Silver-Sharp asked about flu shot availability and the campus health center and made a suggestion to post informational flyers around campus, especially in January, to raise awareness.</p> <p>Ludmila Prisecar will forward the suggestion to Health Services and the marketing team to explore further actions.</p> <p><b>Round Table Discussion:</b></p> <ul style="list-style-type: none"> <li>No additional items were raised.</li> <li>Committee members were encouraged to email suggestions or concerns to the group if they arise later.</li> </ul>
<b>Round Table</b>	<p>Workplace Violence Prevention Plan</p> <ul style="list-style-type: none"> <li>Discuss if the committee agrees to gather feedback</li> <li>Determine the approach for collecting feedback</li> </ul> <p>Ludmila Prisecar reminded everyone that this is Linda's last meeting and expressed her appreciation for Linda's hard work.</p>
	<p><u>Meeting adjourned at 3:46 PM.</u></p>