



SAFETY COMMITTEE MEETING MINUTES

Thursday, March 16, 2023

Via Zoom

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

Draft

Members and Resource Staff present: Lorraine Barrales-Ramirez, Casey Fortier, Vince Garcia, Michael Hoffman, Chialin Hsieh, Eshton Liu, Ben’Zara Minkin, Karen Pinkham, Ludmila Prisecar, Megan Rodriguez Antone, Nathan Staples, Louis Tang, Diana Tedone-Goldstone, Jason Wendt.

Members and Resource Staff absent: Tony Burrola, John Cuevas, Yesenia Haro, Max Hartman, Bettina Lee, Kim Lopez, Ingrid Melgoza, Manuel Alejandro Pérez, Michele Rudovsky, Grey Sanderson, Brian Tupper.

Guests and others present: Mary Chries Concha Thia, Fleeta Rodriguez, Roslind Young.

AGENDA ITEM	CONTENT
<p>1. Review and Approve Agenda</p>	<p>ACTION: A motion to approve the agenda was made by Eshton Liu and seconded by Megan Rodriguez Antone. Motion passed.</p>
<p>2. Review and Approve the February 16, 2023 Meeting Minutes</p>	<p>ACTION: A motion to approve the February 16, 2023, minutes was made by Nathan Staples and seconded by Lorraine Barrales-Ramirez. Motion passed.</p>
<p>3. Reports and Updates</p>	<p>Public Safety: Captain Jason Wendt reported the following:</p> <ul style="list-style-type: none"> • Public Safety has been addressing recent incidents with dogs off leash around campus. They are working on signage and an awareness campaign asking people to keep their pets on leashes when on campus. • John Doctor, District Facilities Systems Manager, is going to take over Jason’s responsibilities for preparing employee ID cards and access badges. Jason will need time away from campus to train and help John with the transition. Jason hopes to have more dedicated time for the Cañada campus by the next meeting. <p>Facilities: Karen Pinkham provided the following update:</p> <ul style="list-style-type: none"> • <u>Water Intrusion</u> Karen Pinkham reported that there have been more issues on the Cañada campus due to wind rather than water intrusion, although there were a few spots of water intrusion earlier in the week. • <u>Power Outage</u> Due to the March 14 power outage, facilities staff have been working 24/7 since generators have been running and need constant monitoring. Power was restored on March 15 at 3:30pm. Typically, it takes four hours to restore after a power outage. They need time for HVAC and all systems to reboot and boilers to heat up to the right temperature for heating. Staff is here monitoring everything, running generators and making sure that they can keep as much open as they need to for critical systems. It takes 24 hours to reset clocks in buildings and then they will fix

	<p>those that are still not functioning. VP Prisecar thanked the Facilities team for staying overnight during the storm since there was no power, no internet and no heat.</p> <ul style="list-style-type: none"> • <u>Wind Damage</u> During the winds, the campus lost two trees: one near Parking Lot 10, and one by Building 30, which is the power house near the solar farm. The trees have been removed. One of the benches near the Building 9 Quad flipped over completely and the umbrella was bent. There was no major damage and Karen said Cañada fared better than many people in the surrounding community. • <u>PG&E on Campus</u> PG&E has been working with Public Safety to use Parking Lot 6 as a staging area for trucks and equipment. They have brought in crews from outside of the surrounding community to provide extra teams and resources to help get power restored faster to neighboring communities. In our partnership with PG&E, they are using Parking Lot 6 as their base camp so they can respond more quickly. Jason Wendt said they are also using Parking Lot 7 for overflow. <p>Emergency Preparedness Office Ben’Zara Minkin provided the following updates:</p> <ul style="list-style-type: none"> • <u>RAVE Problems during Storms</u> Ben’Zara Minkin said there were some gaps with the RAVE system during the recent storms and they will be soliciting feedback from all of the stakeholders involved with the response. The RAVE system failed to send email messages to all of our lists after the first email was created because it was recognized as spam by one of the carriers on the RAVE side. It was repaired, but blocked by one of the carriers on the district’s side, so ITS is working with RAVE on the programming. • <u>Campus Radios and Emergency Alert System (EAS)</u> The EAS System plays messages through the emergency speakers during campus alerts. During the storm, the EAS System failed at the start of the building evacuation process and then communications on the handheld campus radios also went down. Storms and inclement weather can present communication difficulties, but despite these hurdles, Ben’Zara said the event was managed well. While CSM and Skyline were also affected, Cañada was most impacted by the storm. The district is working on fixing the EAS system. Public Safety is working on coordinating testing districtwide and having a dispatcher this weekend, so they can map out the damage to equipment and have a functioning EAS. • <u>Other Updates</u> The Emergency Action Plan was presented at the Managers’ Forum and the document is now complete. They are putting up posters and they are placing advanced bleeding kits in all AED cabinets. They are completing the purchase of AEDs in the next few weeks, so all sites will be compliant. <p>Human Resources Office: No update was provided.</p>
<p>4. SMCCCD Managers’ Health and Safety Committee Updates</p>	<p>When the quarterly SMCCCD Managers’ Health and Safety Meeting is held, members are required to bring updates back to the campus committees. VP Prisecar reviewed the</p>

<p>from March 6, 2023 Meeting</p>	<p>location of the agendas and meeting recordings on the district committee’s site. Agenda items included:</p> <ul style="list-style-type: none"> • Dogs on Leash law • Pre-emergency preparedness discussion, the RAVE system being repaired, and plan that Ben’Zara talked about. BZ – all PIOs have access to RAVE and received training. • Round Table discussions were presented and any issues that Cañada raised were brought up.
<p>5. Power Outage Update</p>	<p>Power outage reports were previously provided by Karen Pinkham, Jason Wendt and Ben’Zara Minkin under Reports and Updates.</p> <ul style="list-style-type: none"> • <u>Facilities and ITS</u> VP Prisecar noted that it takes four to five hours for facilities systems to be restored and said another big part of reopening the campus involves ITS, email and phone systems, which take four to five hours to restore depending on when power comes on. Since power came back on during the day, they could start work. If power comes on at midnight, then people have to be brought in to restart everything. She noted that ITS walked the campus and checked all classrooms that have technology to make sure everything was restarted and working well. As mentioned, the power outage impacted the ability to send notifications out. The district will look at ways to get messages out more quickly. • <u>Library Issues</u> Diana Tedone-Goldstone said there were two issues related to the power outage that impacted the library. <ol style="list-style-type: none"> 1. The library front doors have been problematic for more than a decade and sometimes they lock and sometimes they do not. Over the President’s Weekend, the library door was unlocked and students came in. They do not want people coming into the library when they are not actually open and when no staff is there. 2. The library database was down and staff were working from home and were unable to help students with their research. • <u>Communication Support Needed:</u> Megan Rodriguez Antone commended the EOP team and specifically VP Prisecar who was serving as Acting President. She talked about issues with the RAVE system and complexity involved in sending messaging. Megan is requesting more communication support. Cañada does not have a communications manager like the other two campuses and this would help, particularly during emergencies. • <u>Phone Issues:</u> There was also a problem with phones. People called in to the Cañada campus and calls were going to CSM. She was told by ITS that when one of the colleges’ phone lines are down, calls automatically go to one of the other district colleges. The PIOs will work with Student Services partners so people who answer the phones at the colleges will have information to share. In addition to calls being rerouted from the main line, calls coming in to individual campus extensions were also rerouted. • <u>Assistance Requested:</u>

	<p>VP Prisecar thanked Ben’Zara Minkin for the training that has been done. She emphasized that more training and help is needed because in the event of an emergency, Cañada does not have a big Public Safety team. It would be impossible for them to go through and check every room, so if more people can help during an emergency, it would help speed up evacuations.</p> <p>She would like more building captain training in the fall and spring, as well more training on campus radio usage.</p>
<p>6. April 6, 2023 Preliminary Agenda Items</p>	<p>Ben’Zara Minkin is collecting feedback to provide an update on the RAVE and EAS systems. Please email Ludmila Prisecar with any additional topics.</p>
<p>7. Round Table</p>	<ul style="list-style-type: none"> • <u>RAVE System</u> Jason Wendt commended the team that used RAVE for thinking outside of the box with the technology and tools that were available. VP Prisecar used RAVE for the first time and said it was good to see what it takes to send messages when we do not have internet. • <u>Flashlights Requested</u> Lorraine Barrales-Ramirez said that while the power outage occurred during the day, inner offices without windows were in the dark and not everyone has a flashlight. She asked if the College can provide flashlights in some of the classrooms and offices. <ul style="list-style-type: none"> ○ VP Prisecar will look into flashlights. She would want to consider those that are always plugged in so batteries would not be needed. ○ Eshton Liu suggested ordering flashlights with lithium batteries (not alkaloid). He said the mounts that are included actually charge the flashlights and the charge is good for about five years. • <u>Lockdown Situations</u> Lorraine Barrales-Ramirez mentioned the recent lockdown at West Valley College lockdown and fortunately everyone was safe. They were locked down for three hours. She would like to talk about the lockdown process and noted that if people have to be hunkered down for a length of time and are stressed, they may need to use the restroom. <ul style="list-style-type: none"> ○ Ben’Zara Minkin said more lockdown training is needed. There are FEMA requirements to have enough food/water on campus for three days for prolonged shelter-in-place or secured campus situations. ○ Eshton Liu said it is important to know what to do in a lockdown and he would like to see more drills and training. ○ A suggestion was made to add lockdown training on Flex Days.
<p>8. Next Meeting</p>	<p>The next Safety Committee Meeting will be held on April 6, 2023, from 2:30-4:00pm.</p>
<p>9. ADJOURNMENT</p>	<p>ACTION: A motion to adjourn the Safety Committee Meeting was made by Eshton Liu and seconded by Nathan Staples. Motion passed.</p> <p>Meeting adjourned at 3:20 p.m.</p>