**West Hills Community College District**

**Risk Management Committee**

**Minutes**

June 20, 2014

Teleconference: District Office Conference Room and WHC Lemoore Room 124

**Present:** Shaun Bailey, Erin Brewer, Becky Cazares, David Castillo, Kyle Coffman, Mark Gritton, Debbie Gore, Marcel Hetu, Anne Jorgens, James Preston

**Absent:** Brian Abela, Johnathan Bernal, Conne Cleveland, Charles Freeman, Cliff Harris, Elva Torres, Jeff Wanderer

Call to Order

The Risk Management Committee was called to order at 9:37am.

Becky explained to the committee item 3 from the agenda would be removed as she failed to provide the committee with plan for review. The plan would be reviewed during the next meeting.

Approval of Minutes

The minutes were approved on a motion from Mark Gritton, seconded by Debbie Gore.

District Accident-Incident Reports

The committee reviewed 5 employee incidents and 2 on-campus student incidents.

Becky asked that those submitting the student reports submit the “Classroom/On-Campus Incident” form. It provides the necessary information to complete the tracking form. There are instances where a copy of the insurance form is the only document submitted and it does not provide clear information regarding the incident. Becky will be sending a reminder regarding submitting the proper documentation.

James reported to the committee WHC Lemoore will be looking at other ideas for graduation. He was concerned the arena was over the allowed capacity.

Erin reported to the group the number and code for CompanyNurse has changed. New flyers will be emailed to staff and we also have new cards and phone stickers.

Current Business

1. **Emergency Response Drill Exercise: Plan Review & Staff training update:**

The committee reviewed the report submitted by Expert Safety Consulting Group. Anne commented the report was precise and fair but, thought it was a little hard on WHC Coalinga. Grit mentioned it was very hard to understand the communication during the drill in Coalinga. Shaun stated the report did not reflect any of the good things Coalinga did while going through the drill.

James explained the quality of the radios in Lemoore were an issue during the drill. He was unable to communicate with the ICS team from the Incident Command Room. Anne recommended some antennas for better communication. James will follow-up with John Bernal. Discussion was held regarding the cost of upgrading the radios.

Anne stated the drill exercises should be done more than every 3-4 years. The ICS team should be activated once a year with either some type of exercise or table-top.

Becky will forward the report to share with the Executive Team.

1. **Global Harmonization System (GHS) update:**

Becky reviewed the list of individuals who have yet to complete the GHS training. She asked the committee members to review the list and follow-up with employees if they report to them directly.

1. **WHCCD Emergency Response Plan update:**

This item was removed from the agenda and will be reviewed at the next scheduled meeting.

1. **Eye Wash and Shower Station Testing & Inspection update:**

Anne reported AP Architects was looking at the possibility of a permanent station but the cost was too high ($27K). They are now considering the option of a portable unit which will be cost effective and meet all of the requirements.

1. **Fire Extinguisher Training update:**

Becky will work on scheduling the training. She has received the contact information from John Bernal.

1. **Meeting Schedule for 2014-2015:**

Becky reviewed the 2014-15 meeting schedule. She explained to the committee she should be sending calendar requests via Outlook to all the committee members.

SWACC-Keenan Items

1. **Property & Liability Issues –**

Kyle reported he did not have any issues to report; however, would like to complete the ergonomic assessments at the other campus locations. Becky and Erin both commented the assessments in Coalinga went well. Kyle thought he may have some availability at the end of July. Erin will work with Kyle and make arrangements.

Safety Training Opportunities

1. **Keenan SafeColleges Training assignment update:**

The committee reviewed the list of all outstanding training. Becky asked the committee to follow-up with those reporting in their areas. Erin will send the list electronically to James showing Lemoore staff only.

1. **CAJPA 2014 Annual Conference:**

Becky provided the committee the flyer on the annual CAJPA conference. Anne explained SWACC will pay for Debbie to attend.

Communication/Advisory Handouts

1. Keenan SafeSchools Newsletter - June 2014:

A copy of the June 2014 newsletter was provided.

1. Keenan Announcement:

Becky explained SafeColleges has a few new courses including a 17 minute *“Best Practices”* for Safety Committees. She stated she would be assigning this training session to all committee members.

Becky also provided the committee members with an overview provided by Keenan regarding the new Campus Sexual Violence, SaVE Act Overview which became effective March 7, 2014. The District will need to review and make sure it is in compliance with all of the new training requirements for staff and students.

Member/Department Updates

Shaun Bailey: The Coalinga campus is taking advantage of the summer months and doing as much maintenance as possible around the campus.

Erin Brewer: Will be assigning “Best Practices” training to all committee members.

David Castillo: There is an AED unit at the rodeo facility but, not at the farm. Can it be moved? Anne explained it cannot be moved. Placement for the AED’s was reviewed for where they would provide the most impact. Shaun stated he would order one for the farm.

 The Paramount Farms program starts on June 23rd. David explained he expects about 50 students to participate in the program.

 David reported fencing has been put up at the hay yard with a padlock; however, some was left out in a truck (outside of the hay yard but, within the fence) and it was stolen.

 David also reported he will not be serving on the committee as he will be moving to a different position. Clint Cowden will take his place.

Kyle Coffman: Nothing to report.

Debbie Gore: Debbie reported the certificates of insurance have been updated. There is currently one open claim with Buckman-Mitchell regarding the over spraying of almonds. The Department of Pesticide Regulation (DPR) will be working on this. David mentioned he did not know yet if the crop will be viable.

Mark Gritton: Mark informed the committee he has new coaches on campus and is updating them on proper reporting procedures.

Marcel Hetu: Marcel informed the committee he discovered the battery in the defibrillator was dead. He contacted Nikki and ordered a new batter. Nikki will also be sending him a DVD that may be used for in service.

 Marcel also reported Shaun and Jesse went to NDC and reviewed the compliance list. Everything seems to be in order.

Anne Jorgens: Anne told the committee she will miss everyone and is leaving the team in good shape. She stated safety is very important and the committee must not let it slide.

James Preston: Summer school has started. The 5C program is hosting 148 6th-8th graders on campus. The Upward Bound summer program will start next week. He is also working with Terry Davis on student safety training. Students who are interested will enroll in a work experience class.

 Anne asked what a security guard, like those employed by WHCCD, can carry. Becky did not know but, she would research.

Next Meeting

The next meeting is scheduled for July 18th, 2014 beginning at 9:30am.

Meeting concluded at 10:35am.

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