



**SAFETY COMMITTEE MEETING MINUTES**

**Thursday, March 17, 2022**

**Via Zoom**

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

**Approved**

**Members and Resource Staff present:** Lorraine Barrales-Ramirez, Tony Burrola, Lucas Cantin, Al Elzey, Casey Fortier, Vince Garcia, Max Hartman, Ray Hernandez, Michael Hoffman, Bettina Lee, Eshton Liu, Ben’Zara Minkin, Karen Pinkham, Ludmila Prisecar, Megan Rodriguez-Antone, Nathan Staples, Diana Tedone-Goldstone.

**Members and Resource Staff absent:** John Cuevas, Yesenia Haro, Michele Rudovsky, Brian Tupper.

**Guests and others present:** Mary Chries Concha Thia, David Eck, Nimsi Garcia, Jamie Hui, Sarita Lopez, Manuel Alejandro Pérez, Tammy Robinson, Chantal Sosa.

**Welcome New Member Eshton Liu:** Eshton Liu was introduced as the new ASCC representative to the Safety Committee. Eshton is also the student rep at Student Services Planning Council (SSPC) and is the ASCC senator at large for Science and Technology. He is also a candidate for ASCC President.

AGENDA ITEM	CONTENT
<p><b>1. Review and Approve Agenda</b></p>	<p><b>ACTION:</b> A motion to approve the agenda was made by Lorraine Barrales-Ramirez and seconded by Eshton Liu. Motion passed.</p>
<p><b>2. Review and Approve February 17, 2022 Meeting Minutes</b></p>	<p><b>ACTION:</b> A motion to approve the February 17 Meeting Minutes was made by Casey Fortier and seconded by Eshton Liu. Motion passed.</p>
<p><b>3. Reports and Updates</b></p>	<p><b>Public Safety:</b> Beginning March 1, virtual parking permits are required at each campus. The colleges also have two cash parking machines on each campus. At Cañada, the cash parking machines are in the tennis court parking lot 3 and in the middle of lot 6B. People who have questions about parking or permits may contact Brian Tupper or Jason Wendt.</p> <p><b>Facilities:</b> Karen Pinkham said there was no Facilities update at this time.</p> <p><b>Emergency Preparedness Office:</b> Emergency Manager Ben’Zara Minkin reported the following from the District Safety Committee Meeting:</p> <p><u>Timeline of the EOP vs the Business Continuity Plan:</u> The current Emergency Operations Plan (EOP) is being updated along with the following annexes:</p> <ul style="list-style-type: none"> <li>• A Violent Intruder annex has been created to replace the Active Shooter protocol.</li> <li>• The Crisis Communications Plan was reviewed by the PIOs and they made corrections and provided feedback. The plan is now being reviewed at the Chancellor’s level.</li> <li>• The Shelter/Secure in Place annex has been updated.</li> <li>• The EOP plan direction, control and coordination has changed. Prior to Ben’Zara Minkin’s appointment, the Emergency Operations Plan had the college presidents</li> </ul>

commanding the emergency. Now, the presidents and senior leadership are part of a policy group and subject matter experts will manage the emergency.

When the EOP was revised in 2013, it did not have a Business Continuity Plan or a Continuity of Operations Plan (COOP). The plans are similar, although one is designed for government and the other for private business. The Continuity of Operations Plan is now being developed and they will meet with essential services people. Logistical items will be pre-planned. They will be doing COOP planning and tabletop exercises at Cañada with individual divisions.

Building Captain Training Program:

- Information about the Building Captain training will be on the Emergency Management website, which is being developed.
- They are designing Building Captain uniforms (t-shirts) that can be worn during the emergency.
- The new Building Captain handbook is comprehensive and will cover all information, duties and what to do during an incident. The job description is being worked on. A Building Captain must be an employee.

Other Training: New emergency management training has been completed by Ben'Zara and Vince Garcia. ICS curriculum is being modified for the district and they will be teaching senior leadership.

- AED/CPR training is going to be held in April at Skyline College and Building Captain trainings are forecasted for the summer.
- Radio training: More training will be scheduled.
- Compliance-based training: This is a part of business continuity and includes tabletop exercises, training exercises and drills. Ben'Zara will be meeting with all college Cabinets, talking about the Incident Command System, what executives and senior officials can do and how an event is managed.

Power Outage: They tested the College's emergency communications during the outage and one system failed, which they are addressing.

Radio Testing: These will be held on Tuesdays and will move from the District Office to Public Safety. Everyone who is assigned a radio should participate. Multiple radios throughout the district that have failed will be replaced.

AED Replacement Plan: Vince Garcia created a user replacement plan and secured a grant from Via Heart Project. The district has attained new AEDs through grant cycles at no cost, however they do have to pay \$225 per year per AED. The new AEDs feature:

- Record management software with 24/7 AED monitoring via WiFi. The software will identify the AED model, serial number, location and if it is expired.
- With this plan, batteries and pads are replaced at no cost.
- Free replacement units are provided in the event an AED is used because it has to be removed from service once used.
- The unit can do chest compressions while the AED is reading, so there is no need to stand clear.
- It has Spanish language capability and the same unit can be used on adults and children.

AEDs have a lifespan of 10 years, so the district is replacing those that are outdated. The old AEDs will be phased out over a six-month period. There are 63 total units in the district. The new AEDs will also be placed in all Public Safety vehicles.

Lockdown/Barricade Drill: The spring lockdown/barricade drill is being scheduled and dates will be confirmed shortly.

**Recovery and Safety Update:** COVID-19 Health Officer Ray Hernandez reported the following:

Statewide, the mask mandate was rescinded on March 1, but the SMCCCD does not have a rescind date and is continuing to require masks until further notice. K-12 schools have a rescind date of March 12 and now they are leaving it up to the districts to determine what they will do.

COVID Cases in San Mateo County: The county has so far not given any change in guidance and they are aligning with the CDC rubrics. The CDC is looking at a system of low/medium/high and what strategies to apply in each system. They are looking at hospital usage, hospital admissions and number of cases. COVID cases will continue in the endemic phase so communities will need to decide how to manage surges.

San Mateo County is in the “low” phase. There are still infections, but because the vaccination rate is high and severity of disease is low, the county is managing well. In the low category, the county is focusing on vaccination rates as a strategy and making sure people have their primary vaccination and booster, however the CDC has not updated their definition to include booster and the vaccination policy focuses on primary vaccination and not boosters.

As the colleges move forward with student registration, Director Hernandez said that once classes start, we cannot add anything to the requirement that would remove the student from the class.

- Eshton Liu asked how Cañada is ensuring that Middle College students are safe. He asked if the district’s COVID policies are the same for Middle College students as for our college students or do they follow the Sequoia Union High School District policies. As of now, Ray said we are treating them like our other college students and they are required to follow SMCCCD’s district policies, although as we move further along, the high school district requirements may be different.
- Eshton Liu asked about the counties monitoring sewer water for COVID. Ray said sewer water has been monitored for disease and endemics in communities before. They are now reporting escalating levels of COVID. Ray said on March 3, San Mateo County transitioned away from universal contact tracing and are moving to strategic outbreak investigations. He thinks it is a smart strategy to monitor our communities.
- Lucas Cantin said it looks like we are heading toward an endemic phase. He thinks we should continue to have masks and PPE available and encourage people to wear a mask if they are not feeling well.
  - Ray Hernandez said the strategy of staying home when sick should be continued. If symptoms improve and there is no fever for 24 hours, it is probably fine to come back. Ray recommends cyclical, continual education.
- Vice President Manuel Pérez reported that staff from the Health Center were on the Quad for three to four weeks providing general information around services and resources to reassure people. It can be done again for peak times throughout the semester.

COVID Clinics: Ray announced that COVID Clinics is the new district partner and they have a site on each campus where they give free COVID tests. The campus locations

	<p>and hours are on the website. At the height of transmissions in January, it took a while to get the resources. The program started on February 22. The statistics of utilization were shared for the three campuses, but utilization was very low. More information on when someone should take an antigen test versus when they should take a PCR test will be provided. The center at Cañada is in Lot 10, Building 21, Monday-Thursday, 10am-6pm and Fri, 10am-3pm.</p> <p>It is recommended that students and staff get a test kit before they leave for spring break. They should take an antigen test and follow up with a PCR test.</p> <p><b>Human Resources Office Update:</b> No update was provided.</p>
<p><b>4. Chemical Hygiene Lab Safety</b></p>	<p>Nathan Staples would like to make sure that safety training is brought back, particularly for faculty so they know the hazards and what to do.</p> <ul style="list-style-type: none"> <li>• Ben’Zara Minkin is going to meet with Nathan and his division faculty to find out what specific training they will need. He shared the courses offered by Keenan Safe Colleges Training. He thought there are some environmental classes, lab safety and HazMat, but Ben’Zara will check. It will be based on all compliance and best practices and he will meet with division leads.</li> <li>• Ludmila Prisecar will start identifying the needs for lab training for other areas as well as training/onboarding for new employees in those areas. Ben’Zara said once assigned through Keenan, managers will receive updates and reminders of who has been trained. The new chief will decide where the records are kept and managed, but they will make sure that the colleges have all the training needed at regular intervals.</li> </ul>
<p><b>5. Proposal for Representation at District Safety Committee</b></p>	<p>Lorraine Barrales-Ramirez shared the proposal, which was also forwarded to Skyline’s Health &amp; Safety Committee and will be sent to CSM’s. It is a district-wide proposal and she reached out to CSEA and AFSCME to collaborate. It requests representation on the District Safety Committee, which currently does not have faculty or staff reps, mainly to provide transparency/communication efforts and to have a more democratic process.</p> <p>Ludmila Prisecar said the Cañada Safety Committee cannot make a decision about the proposal, but the committee can vote and then pass it along to the District Safety Committee for further action.</p> <p>A motion to support the proposal to include faculty and staff representation on the District Safety Committee and, if approved, forward the recommendation to the District Safety Committee was made by Lucas Cantin and seconded by Michael Hoffman.</p> <p>David Eck asked if there is a reason to not have faculty on the District Safety Committee.</p> <ul style="list-style-type: none"> <li>• VPAS Prisecar said the committee is called a District Safety Management Committee. She will find out more about the history of their membership structure.</li> <li>• Al Elzey said according to the bylaws, the members have to be managers.</li> <li>• Ben’Zara Minkin said the committee is chaired by Brian Tupper.</li> </ul> <p>VPAS Prisecar will find out why membership is limited to managers and why the bylaws are different at the district level than the college level.</p> <p>VPAS Prisecar asked if the decision would have to go through contract negotiations. She shared the old contract, AFT agreement and CSEA agreement and thinks they should have the same language regarding the Safety Committee. She would like to bring it back for discussion at the next Safety Committee Meeting.</p>

	ACTION: Nine members voted to support the proposal and forward the recommendation to the District Safety Committee.
<b>6. April 28, 2022 Preliminary Agenda Items</b>	<ul style="list-style-type: none"> <li>• Discussion on AFT agreement and CSEA agreement language regarding the Safety Committee.</li> </ul> <p>Please email any suggested topics to Interim VPAS Ludmila Prisecar.</p>
<b>7. Round Table</b>	<p><u>Request to Lock Lab Doors:</u> Casey Fortier and other lab staff are noticing that the labs are sometimes automatically unlocked in the morning and are wondering if the doors are on the ACAMS system. He asked if they can be removed from the list so that students are not coming into the labs.</p> <ul style="list-style-type: none"> <li>• Al Elzey said the lab doors are manually unlocked. The list comes from the division, so they need to contact the division to be removed from list.</li> <li>• Karen Pinkham said the labs are not on the ACAMS schedule.</li> </ul> <p><u>Safety Training:</u></p> <ul style="list-style-type: none"> <li>• <u>Lab Training:</u> Lucas Cantin would like to request blood borne training and fume hood training for lab safety.</li> <li>• <u>Drug Overdose Response:</u> Eshton Liu asked if there could be an educational piece or information shared on what to do in the case of a drug overdose. Ben’Zara said each public safety officer has Narcan and it will also be in the Building Captains’ Go Bags. Narcan will mitigate overdose.</li> <li>• <u>CPR Classes:</u> Eshton Liu asked if CPR classes will be held at Cañada. He is suggesting they be held as part of Kinesiology 119 or as general training. Ben’Zara suggested that Ludmila Prisecar be the point person to request that training.</li> </ul> <p><u>Masking:</u> Lucas Cantin suggested that the masking be maintained to help prevent flu and other transmissible diseases.</p> <p><u>Safety Committee Plan and Bylaws Template:</u></p> <ul style="list-style-type: none"> <li>• Ludmila Prisecar said Dean Karen Engel shared various committee plans at the recent PBC meeting and noticed that the Safety Committee did not have a plan. Ludmila would like to ask the group if a plan was ever created and where she can find it because the committee should have a plan.</li> <li>• The district has a bylaws template, which the Safety Committee was not aware of when preparing its bylaws last year. She would like to discuss the template with the Safety Committee to see if it is something that should be worked on.</li> </ul>
<b>8. Next Meeting</b>	The next Safety Committee Meeting will be held on April 28, 2022 at 10:30 – 12:00 pm.
<b>9. ADJOURNMENT</b>	<p>ACTION: A motion to adjourn the Safety Committee Meeting was made by Lucas Cantin and seconded by Lorraine Barrales-Ramirez.</p> <p>Motion passed.</p> <p>Meeting adjourned at 3:57 p.m.</p>