



Safety Committee Meeting Minutes

February 9, 2017

EW 207

2:00pm – 3:00pm

Present: Paul Wheeler, John Daly, Lisa Couch, Natalie Dorrell, Mike Metcalf, Annette Hodgins, Ana Mora, Inge Olsen, Lisa Stephens, Kristin Hanle, Crystal Leffler

TOPIC	FACILITATOR	SUMMARY/ FOLLOW-UP
Opening of Meeting	Paul Wheeler	2:00pm Paul announced that it was his last day working for us and the committee would be chaired by Lisa Couch, VP of Finance and Administrative Services.
1. Approval of Agenda & Minutes from 11-10-2016	Paul Wheeler	Minutes Approved.
2. District Safety Brochures	Paul Wheeler	The committee provided feedback on the brochures that were provided by the district. The committee would like the brochures to be personalized and redesigned for a professional look that meets our branding guidelines.
3. Fire Drills	Paul Wheeler	The fire drill scheduled for February 7 th was postponed due to alarm issues effecting the east wing caused by the construction in the main building. Plans for how areas will be notified of emergencies when alarms fail will be communicated. John Daly will test the alarm after the repair has been completed. <ul style="list-style-type: none"> April 4th – planned unannounced drill. Time TBD, FYI - College Open House is scheduled on this day.
4. Safety Reporting Form	Paul Wheeler	Paul asked the committee to review the updated incident/accident form. The form will be available online for easy access eliminating the need to find a person to file a report. The form goes to the Safety Coordinator and then routed to the appropriate area. The form is located on our webpage under the About CCCC tab. The committee discussed looking into a more prominent place for this link. Please note this is NOT the same reporting form that will be used by the Behavior Intervention Team. <i>Action: Lisa Couch will follow up to make sure all departments are using the updated form and the contact/email information is updated.</i> <i>Action: Natalie Dorrell will check with Rebecca Pang to see if we can add a link to Canvas under resources.</i>
5. Radios	Paul Wheeler	All radios were reprogrammed. The President's office is looking into who should have radios. To prolong the battery life, please do not leave radios on the charging base. Channel 6 has been programmed into the radios. This is an interoperable channel with Ridgecrest Police Department. Communications on this channel should only be used to communicate suspect info or details an officer would need in an emergency situation.
6. KRV		Inge asked if the red bags were going to be returned to the campus. At this time the college is having a conversation on where they need to go and who should have access to them. Mike Metcalf would like to use them for the EMT program if they are removing them from the sites. <i>Action: John Daly will follow up on Inge's email to send first aid kits/supplies to KRV.</i>

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7. Door Hardware	John Daly	The door hardware project is going slower than expected. John will keep us updated as we make progress.									
8. Future Meeting Dates	Lisa Couch	<p>Lisa asked the committee to move our next two meetings due to conflicts with her schedule. The committee agreed to move the March meeting to March 30 and the April meeting to April 27th.</p> <table border="0" data-bbox="634 211 2045 316"> <tr> <td data-bbox="634 211 997 243">September 8</td> <td data-bbox="1001 211 1333 243">December 8</td> <td data-bbox="1337 211 2045 243">March 9 - moved to March 30th</td> </tr> <tr> <td data-bbox="634 246 997 279">October 13</td> <td data-bbox="1001 246 1333 279">January 12</td> <td data-bbox="1337 246 2045 279">April 13 - moved to April 27th.</td> </tr> <tr> <td data-bbox="634 282 997 315">November 10</td> <td data-bbox="1001 282 1333 315">February 9</td> <td></td> </tr> </table>	September 8	December 8	March 9 - moved to March 30th	October 13	January 12	April 13 - moved to April 27 th .	November 10	February 9	
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9. Adjourn		3:00pm									

Title Paul Wheeler, Safety & Security Coordinator

Recorder Crystal Leffler approved 3/30/17