

West Hills Community College District – Risk Management Committee

Minutes January 15, 2016 at 9:30am

Teleconferenced between DO Conference Rm., Lemoore Admin Building Rm.124

Call to Order

Meeting was called to order at: **9:35am**

Approval of Minutes: Approval of the December 10, 2015 minutes were approved on a motion by Mark Gritton seconded by Shaun Bailey.

District Accident-Incidents Review:

Team reviewed one district injury report.

Discussion held regarding adjunct faculty member who fell during Professional Development Day. Kyle will follow-up with Becky on issue.

Old Business:

- Annual Above Ground Tank Integrity Testing (Farm of the Future): Clint explained he has tried to make contact over the holiday. He is working on scheduling time and hope to have completed by February.

Clint reported hazardous materials are currently being picked up at the farm.

- Emergency Response Drill: Becky will be reaching out to Bruce Anderson for cost. Hoping to keep it below bid threshold so we can move forward quickly.

Grit recommends team try and find another vendor. Kyle will send Becky Keenan's preferred choice.

Campuses doing internal training and would like to do full drill in the fall.

- ICS Team Radios Update: Keenan may be able to provide some funds; campuses offset the remainder.
- Staff Development Day: Staff Development Day will be held February 12th. Officers Giles and Montoya will do training. Becky has asked Kyle to do HMI training for maintenance and operations and farm management staff.
- Student Injury/Incident Reporting Form: Tabled.

New Business:

- Classroom Locking Sleeve: Grit informed the team several classrooms in Coalinga and at the Farm do not lock. This would provide a solution. Becky asked how many were needed. Clint stated there were 8 at the farm. Grit would like to bring it back once team has identified how many are needed. Lemoore CDC has some doors that do not lock from the inside.

SWACC-Keenan Items:

- **SWACC Property & Liability issues:**

Inspection at Farm and discovered fleet management is not what it should be. Recommending someone be onsite to do fleet management.

Clint stated one of the concerns is the district does not have a policy/procedure for semi vehicles. Kyle stated we need to find out if the ag equipment has exemption (heavy equipment).

Five services underutilized: security, slips/trips/falls, fleet safety audits, defensive training, sexual harassment training.

EPL claims are high with SWACC. Focusing on management for sexual harassment and mandated reporter.

Safety Training Opportunities:

- **Keenan SafeColleges Training assignments:** Staff training will be assigned in February.

Kyle mentioned West Hills CCD is always a high completer. James mentioned the NIMS/SIMS too long. He recommended staff be given extra time to complete.

Member/Department Updates

James Preston – Incident on 1/15/16 in the aerobics class. There was a question regarding whether or not an additional waiver was needed for an event if the vendor was providing one. Becky will follow-up with Buckman-Mitchell. He also asked for an update on Regroup. Becky explained the last she heard was it needed to be reviewed by DTC.

John Bernal – Nothing to report.

Elva Lopez – Nothing to report.

Kathy DeFede – Clinical student poked herself.

Dr. Harris – Hazardous/Biological items have been picked up.

Brian Abela – Reported he is working with T&M on finishing hazardous materials pick up.

Clint Cowden – Reported the Farm inspection with Keenan was held on December 30th.

Mark Gritton – Reported he and a team have reviewed a texting system. Has done a lot of research and currently under review with DTC. Need to move quickly.

Shaun Bailey – work over Christmas break. Lots of preparation of PDD. Heating on campus is better. New carpet in admin building in Coalinga.

Bertha Felix-Mata – Heater in NDC is fixed and working. New security guard starting Feb 1.

Conne Cleveland – Trying to spend funds.

Kimberlee Davis – Nothing to report.

10:28am

Next Meeting Schedule: February 19, 2016