

**West Hills Community College District  
Risk Management Committee  
Minutes**

**September 25, 2015**

**Teleconference: District Office Conference Room and WHC Lemoore Room 124**

**Present:** Shaun Bailey, Conne Cleveland, Keith Brock, Mark Gritton, Jennifer Zuniga, Brian Abela, Johnathan Bernal, Kyle Coffman (attended by phone), Kathy Defede, Cliff Harris, Elva Torres, Officer Giles

**Absent:** Becky Cazares, Clint Cowden, Bertha Felix-Mata, Debbie Gore, James Preston, Jeff Wanderer

Call to Order

The Risk Management Meeting was called to order at 9:31am.

District Accident-Incident Review

The team reviewed three employee reports and two student incident reports.

- Sore ankle injury (football player) WHCC
- Bee sting - NDC
- Left knee pain from a fall in the gymnasium – WHCC
- Golf cart injury- WHCL
- Break in at CDC in Firebaugh (Locksmith will fix the lock and door)
  - o Add a motion light for more security in the evening
- Evacuation chair for the Arena at WHCL for the disabled
  - o Should have been put in when built
  - o Kyle mentioned it should have been part of the original Architect Design

**OLD BUSINESS**

AED Training

Kathy stated that she spoke with Ralph and Dave Bolt regarding the arrangement with American Heart Ambulance. Each department needs to identify all needs and make sure the AED machines are being checked on a regular basis.

How do instructors get compensated? Was a question that was brought to the table and Mark Gritton responded with “the District”.

## Annual Above Ground Tank Integrity Testing - FOF

Looking at another contractor for a better price/quote

## Student/Campus Incident Report – Revision

Debbie will present a new document at the next meeting

## **NEW BUSINESS**

### District-Wide Emergency Contact System for Staff and Students

Mark stated that there was a recent shooting at San Diego State, where the message failed to alert students. WHCCD is currently looking into a system that connects to each student's cell phone in the event of an emergency. More information will be forthcoming

Connie added that it would be a good idea to also include parent's cell numbers for all CDC sites.

## **SWACC-KEENAN ITEMS**

### Property & Liability Claims Information

Kyle stated the cost data for the last three years equaled \$224K, which was paid out on workers comp claims. Good news is, claims are down significantly this year.

## **SWACC TRAINING OPPORTUNITIES**

### Safe Colleges Training

Kyle mentioned with the predicted El Nino for 2015/2016, the rain gutters should be inspected and a possible flood training workshop should be looked into.

## **MEMBER/DEPARTMENT REPORTS/Updates**

**CDC-** Sunrise/Pancake Breakfast is on October 24<sup>th</sup>

**Maintenance-** Boiler Projects have been completed with a brand new one in the gymnasium  
Repairs to the Library and M&O roof have also been completed. Buildings M & X are currently being looked at for possible repairs (roof leaks).  
PG&E is now collecting their own testing/data

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**Dr. Harris-** nothing at this time

**Kathy-** nothing at this time

**Officer Giles**— one concern at the WHCL campus, is the over grown hedges that are covering the Stop signs. John Bernal and his team will work on getting those cut back, making all road signs visible.

**M&O (WHCL)** - John Bernal is currently working on repainting all cross walks and regular scheduled maintenance repairs

**Elva-** nothing at this time

### Next Meeting

The next Risk Management Meeting will be held on October 16, 2015.