



ENVIRONMENTAL HEALTH & SAFETY COMMITTEE MEETING

Minutes

The regular meeting of the **Environmental Health and Safety Committee** was called to order at 3:00 PM on November 17, 2008 in the Imperial Valley College, Board Room, by Travis Gregory, Associate Dean of Human Resources.

Members Present: Miriam Trejo, Chantilee Mendenhall, Judy Santistevan, Rick Webster, Gonzalo Huerta, Frank Rapp, Becky Green, and Travis Gregory.

Minutes: The minutes from 9/15/08 were approved as corrected (The meeting held on September 15, 2008 was called to order at 3:00 PM. The meeting was adjourned at 4:00 PM).

Old Business:

Emergency Drill/Alarm System Improvement

Rick Webster, Director of Maintenance provided an update on the fire/evacuation alarm system upgrade. The upgrade on the alarm system will occur during the first week of December from 4:00 AM through 3:00 PM.

It was also mentioned that the new phone system is being installed. Under the new proposal, every classroom will have an emergency phone system. The consensus is to schedule an emergency evacuation drill once both systems upgrades are completed.

Fire Extinguishers in Golf Carts

The District has purchased additional fire extinguishers. The Parking Control office has been instructed to install portable fire extinguisher in all parking control golf carts.

Miriam Trejo from Parking Control stated that her department has purchased the brackets needed to install the fire extinguishers. Fire extinguishers will be installed at the bottom of the seat, between the driver and the passenger.

Committee members expressed concern regarding the size and type of fire extinguishers purchased. It is questionable if these extinguishers will be adequate during certain emergencies, such as, the recent car fire incidents.

Judy Santistevan, faculty member, recommended renaming or referring to the golf carts as "service carts."

New Business:

Town Hall Meetings

During the last Town Hall Meeting, Dr. Gould, IVC Superintendent/President provided employees with a brief recruitment update. Due to the current state financial crisis, all newly advertised classified management positions, including the Director of Campus Safety have been placed on hold.

A total of two applications were received for the Director of Campus Safety. The limitation for most applicants seemed to be the POST certification and the Bachelors degree requirement. The job description is being revised and the educational level may be lowered to an Associate Degree.

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Security Information Bulletins

As required by the Clery Act, the Parking Control office is emailing regular security information bulletins. The District is notifying the campus community of incidents/suspicious activities/crimes occurred on IVC property or premises.

The Parking Control office shall be commended for providing warnings, preventative tips, reporting methods, contact information, and raising the level of awareness on campus.

Golden Guardian Update

The statewide emergency readiness exercise was held on November 13, 2008. IVC Allied Health students participated as victims. Steve Holt and Ryan Kelley also participated as evaluator and coordinator respectively.

Two Imperial Valley Press articles were distributed and reviewed during the meeting: "County, state test quake readiness" by Eric Galvan and "NAF simulates train derailment, spills" by Brooke Ruth.

Becky Green, Classified Manager, stated that some faculty members and students are not prepared to respond (what to do) during an emergency.

Action Item: The committee suggested informing staff (i.e., via electronic newsletter) what to do during an earthquake.

Other Issues

A brief update was provided regarding the shade to be installed by the bus stop area. The shade was ordered, but apparently due to a miscommunication issues the order was not processed as planned. The issue will be discussed in more detail at the next Campus Operations meeting.

Meeting adjourned.