



ENVIRONMENTAL HEALTH & SAFETY COMMITTEE MEETING Unapproved Minutes

A meeting of the Imperial Valley College Environmental Health and Safety Committee was held in the Board Room at 9:00 a.m. on Monday, December 7, 2009.

I. Roll Call

Present:

Travis Gregory, William Gay, Jeff Cantwell, Gordon Bailey, Rosanna Sandoval, Tim Nakamura, Ted Ceasar, Emily Bill, Rick Goldsberry, Gina Madrid, Rick Webster, Sergio Lopez, and Alejandro Cozzani.

Guests:

Joe Houchin & Jerry Houchin (Jade Security)

II. Call to Order

The Environmental Health and Safety meeting was called to order at 9:00 am.

III. Approval of minutes

A motion to approve the minutes dated September 21, 2009 was moved by Rick Goldsberry and seconded by Rick Webster. The minutes were unanimously approved.

IV. Old Business

Approved By-Laws and Committee Membership Appointment

Travis restated the By-Laws for the EHS Committee had been sent forth and approved by College Council and Academic Senate. Membership appointments – emails went out from Angie in HR (interim Administrative Assistant) to the respective groups for membership appointment. No CSEA members have been appointed yet. There are two faculty who attend regularly; one faculty had a final exam scheduled and excused herself; the other faculty member may be running late.

Emergency Radios

An emergency radio (previously assigned to Frank Rapp) has been assigned to our new Director of Evening College, Tim Nakamura. Bill Gay, Director of Communications still doesn't have one. NOTE: order radio for Bill.

It had been reported that two radios were malfunctioning. It turned out that the radios were not fully seated in the cradle. Once placed correctly in cradle, radios worked properly.

**Environmental Health & Safety Meeting
December 7, 2009**

Pandemic Information & Preparation

Rosanna from Communications reported on the dissemination of flu related information: Flu page on the IVC website has received about 3,000 unique hits per month. She also stated there is a lot of good information on the student portal, facebook, and twitter.

Bill Gay – IVC was the beneficiary of an effort launched by SDCCD. We received approximately 500 posters on controlling the flu, “Curb the Cough” and “Sleeve the Sneeze” imprinted with the IVC logo for pennies each. Priority is to get these posted on campus and if there are any left– out into local high schools. Rick G. stated there will be a Flu Clinic in the North End and would like to take some. Sergio suggested posting in the College Center, classrooms in nursing (2100), and in the restrooms; Rick W. stated all postings need to go through Sergio because there are designated posting areas on campus. Sergio stated it wouldn’t be a problem with this type of posting. Rick Goldsberry will take some posters for the Nursing Division, Jeff for the library, Emily for the Student Health Center; need to get some posted in Counseling and Admissions. Rick confirmed there are 26 restrooms on campus – will have custodians post.

Rick G. stated there will be a flu clinic in the North End. So far, there have been clinics at 16 school districts – all elementary. Now the clinics are working their way into high schools and college level; clinics were prioritized according to the risk level.

There is a clinic scheduled to take place tomorrow here at IVC and is scheduled to be a large clinic with 2000 doses available for students between 2:30pm – 7:00pm. Set-up will be in the Student Center. The center will be closed @ 8:00am for set-up. The clinic is for students only who are between the ages of 18 and 25.

Rosanna from Communications stated there is a lot of confusion regarding the time of the clinic. Posters on campus were put up since last Thursday but the hours listed were different.

Rick G. stated some are afraid of the vaccine because there is a lot of misinformation out there. 15 volunteers are also needed – those who volunteer can receive the vaccine free! Part of the County Disaster Plan – using this as a test of the plan.

Bill Gay asked in respects to the PR of the event with picture taking and HIPPA laws. There are strict rules. If pictures of individuals getting vaccinated, need to obtain a signed release from the individual for the picture. There are 30 to 40 people scheduled to work the clinic from off campus. Gina from Parking Control has already issued parking passes.

Gordon asked if there would be any IT set-up needed. Rick said no – student will be required to complete 2 forms but forms & pencils will be provided.

Hand sanitizer supplies and decontamination of surfaces: Rick W. stated there has been an order for refills of the big Purell dispensers. He has also ordered more of the large

**Environmental Health & Safety Meeting
December 7, 2009**

dispensers for Counseling and the new Science building. He received the product and stands but the actual dispenser is on back order.

Weekly reports on flu related/flu like symptoms absences are still being sent to HR. Report details are available without names.

V. New Business

Emergency Call Boxes

Jade Security – installs & setups

Jimmy Sanders designed the new bus stop to include an emergency call box. As a committee, EHS needs to decide where additional call boxes should be located on campus. Decision needs to be worked on and must include Rick W. and IT because of wireless & power issues. The Emergency tower has a personal safety button to dispatch security (central location to send someone out); can also be used as a speaker. Information needs to be sent to construction meetings. There will be a total of 13 emergency call boxes. One (1) has already been purchased to be placed in the new drop off area. Need actual location/area of where call boxes will be placed to get true figures on total dollar costs. Committee is to come up with recommendation of locations.

The only monies available right now for this project are bond monies. There is already a list of projects for the bond money – the call boxes aren't on that list (there are 22+ items already listed). It's a good idea to recommend the use of bond money for the call boxes; need to prioritize orders & locations as a committee.

Rick G. stated there may be Homeland Security monies to fund the call boxes.

Tim: currently working on a grant for AED. Rick G. will talk with Ryan Kelly at the County regarding the towers & possible funding. Tim will look into types of grants available. County has already received money – there may already be some available.

Follow-up: for next meeting come up with prioritized locations. The box by the bus drop off should be done by March 1st.

Facility/construction update

Rick W. – furniture is now in the new science building. December 14th will begin move of instructor offices. The building will be in use for the winter intersession. The bus drop off, student drop off and 40 parking spaces should be done by March 2010. The temporary trailers by the Preschool need to be moved to complete the projects. Cost beneficial: move current trailers or bring in new leases?

Front parking – just bid out front landscaping. Started today and will continue through winter break. There have been damages to sprinklers and water lines, changes to landscaping and new information booth in the drop off U-turn in front.

Stop lights at new entrance: San Diego State University received federal money but won't be able to use it in timeframe. IVC asked Filner if we could use the money to open

**Environmental Health & Safety Meeting
December 7, 2009**

new entrances. Opportunity to get grant money instead of bond money - 1 pot already received and the opportunity for another looks very good.
Within next year we should have the money to get the lights at both Aten entrances.

Traffic Advisory Committee will discuss speed reduction to 55 mph down to 40 mph like school zones. Lots A & K will be closed week of the 14th. The week of the 21st the Aten Rd. entrance will also be closed.

Update Emergency Evacuation Plan

Any changes to the evacuation map should be sent to Travis/Angie in HR for a temporary evacuation map; new map will be compiled after the new building is opened.

Review of campus incident logs (Parking)

Gina provided an overview of recent incidents. Travis announced the District's recent decision to reclassify Gina's current position from a Student Services Technician into a Parking Control Officer. We don't have a Director of Safety yet but we do have Tim, Director of Evening College, who is always out there – monitors radio and doing his job!

Student Crisis intervention team update / Crisis Flow Chart (Ted/Emily)

Emily provided an overview of why the Crisis Flow Chart was created. One of the main reasons being the phone in the Student Health area and/or in DSP&S isn't always answered. If a student is in a crisis and in need of immediate help, call Security because that number is always answered (or should be). Security would then take proper action. If the person is at risk of hurting him/herself, call 911. If the Crisis Team is needed, Security can make contact. Flow chart is great; few recommendations to shift the boxes to reflect 911 – sheriff – ambulance – on the top.

Need a basic administrative procedure to go with the process. Staff is well trained in referring students for help in non-emergency crisis. Security also needs to know the process, proper reporting requirements, and paper trails.

Tim stated he is able to train trainers – CPR cards, health care providers. Employees will be able to do more as "First Responders". One issue right now is the turnaround time on security response. Current security guards are being trained on Basic 1st Aid and CPR; should be complete by the end of January.

CPR training and CCERT training can be offered to staff – Tim is willing to get involved to assist.

Rick G. can teach CCERT – inexpensive but very intensive course.

Sergio suggested having the training be mandatory for Administrators, Safety Committee members, and all faculty; First Aid should be required for ALL supervisors.

Education Code Section 76020 (attached)

**Environmental Health & Safety Meeting
December 7, 2009**

Q: Can faculty send students home for flu like symptoms?

Q: Governing Body – is that auto extend to faculty?

No clear answers – questions all over. Need to be careful with the issue as a student may suffer from an illness covered under the ADA rather than the flu.

Q: Is there any reporting requirements for students calling in for class?

No answers today.

Jeff suggested going through Academic Senate and Student Affairs Committee since there are no student reps. on Academic Senate for suggestions.

Tim asked if it was possible to provide disposable masks in classrooms and on campus. Do we have a budget for such? Rick G. stated disposable mask are expensive. Dr. Cozanni suggested looking at other colleges to see what precautionary measures are being taken. Rick G. stated the CDC Is not recommending using routine masks.

Tim – Emergency Preparedness update – currently taking FEMA courses. Tim stated that a few years ago IVC asked for mutual aid agreements – to date, we have not received any. Would like an ok from the committee to do a “meet & greet” to try and establish these agreements; unanimous YES by committee.

VI. Adjournment

The meeting was adjourned at 11:29 a.m.