

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

February 20, 2015

Teleconference: District Office Conference Room and WHC Lemoore Room 124

Present: Shaun Bailey, John Bernal, Erin Brewer, Becky Cazares, Conne Cleveland, Kyle Coffman, Clint Cowden, Debbie Gore, Mark Gritton, Elva Torres

Absent: Brian Abela, Kathy Defede, Bertha Felix-Mata, Cliff Harris, James Preston, Jeff Wanderer

Call to Order

The Risk Management Meeting was called to order at 9:35am

Approval of Minutes

The minutes of the January 16, 2015 meeting were approved on a motion by Mark Gritton; seconded by Clint Cowden and carried unanimously.

District Accident-Incident Review

The team reviewed two employee reports and one student incident report.

Becky explained it was important adjunct faculty be aware of proper reporting procedures. Incidents need to be reported in a timely manner. Clint stated the focus during the adjunct orientation is on instruction and needs to also address safety reporting procedures. The team agreed.

OLD BUSINESS

Annual Above Ground Tank Integrity Testing

Clint stated he spoke to staff and the inspection was done in June. Clint just received a copy and will forward to Kyle and Becky.

ICS Team Radios

The team discussed the need for new radios. Becky explained although James Preston was not present, he wanted the team to understand this was important. Becky stated she is trying to get demo radios to test on campus.

John Bernal explained he had tested some radios and seemed to work fine. Becky asked if he had tested the incident command center since that seemed to be where the issues were. He stated he had not.

Scaffolding Training

This item was tabled until the next infrastructure committee.

Mark Gritton explained he was asked to come back with the cost of bleachers and cost of telescopic cameras. Shaun thought it was close and he also stated Coach Tucker has been doing research on both items.

SWACC-KEENAN ITEMS

Property & Liability – CUPA Conference Update

Kyle stated he is meeting with the County of Fresno in order to follow-up on the Coalinga inspection. County would like to have the district do chemical spill training as part of the emergency management training. He distributed a brochure with instructions.

Kyle explained he would still like to discuss some of the equipment at the Farm that needs to be removed. Clint stated some of the items are gone and others have been labeled “not in use”. Clint thought some of the equipment may be able to go through the surplus.

No follow-up inspections yet. Will try and complete next week.

SWACC TRAINING OPPORTUNITIE

SafeColleges Training

Outstanding Training: Assigned new training in February. Staff have until the end of March to complete.

Compliance Update: Highest completion is 58% for administration. Lowest completion is 20% for faculty. May need to do a session during duty day.

Kyle mentioned CDC seems to have the overall highest completions. Discussion held on training certain administrators on having access. Erin stated she did give the Presidents access on running reports for their people.

COMMUNICATION/ADVISORY/HANDOUTS

Keenan SafeSchools Newsletter

The February 2015 newsletter was distributed.

MEMBER/DEPARTMENT REPORTS

Elva: Nothing to report. Staying busy with all activities and events.

Kyle: Nothing further to report.

Clint: Nothing further to report.

Grit: The thief who broke into a few lockers came back to the campus. She was identified and staff reported. One of the victims was able to identify some of her belongings. Staff called the police and she was arrested.

Kyle asked how the cameras were doing. Shaun stated the cameras are still a work in progress but seem to be doing better. Currently, we can only go back 7 days to look at video.

Night administrator is being rotated. A number has been established for them to use in case of an emergency.

Erin: Nothing further to report.

Deb: Concern there is a disconnect on campus when reporting incidents. She is currently working on setting up training with some staff and faculty so they know what the requirements are. Kyle asked if it was a big problem. Debbie stated she's had a few issues in the last few months. Issues seem to revolve with faculty. Erin stated the accident form and procedure may be loaded to SafeColleges as a training tool as well.

Conne: Nothing further to report.

Shaun: ADA concrete repairs have been completed. Batting cages and groundwork have been added to the field. Shaun stated he is waiting on turf. The next project will be the boilers.

Becky reported Brian informed her hazardous materials have been picked up.

Next Meeting

The next Risk Management Meeting will be held on March 20, 2015.

10:20am

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