

West Hills Community College District – Risk Management Committee

Minutes March 18, 2016 at 9:30am

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

Present: Shaun Bailey, John Bernal, Kyle Coffman, Clint Cowden, Kimberlee Davis, Bertha Felix-Mata, Officer Giles, Debbie Gore, Mark Gritton, Elva Lopez, James Preston,

Call to Order

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

Approval of Minutes

Approval of the January 16, 2016 minutes were approved on a motion by Mark Gritton seconded by Shaun Bailey.

District Accident-Incidents Review:

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

Group discussed following-up with Kathy DeFede on meningitis case.

Becky stated there was also an incident during the Rodeo. A student athlete severed their finger but is was reattached.

Old Business:

- Annual Above Ground Tank Integrity Testing (Farm of the Future) Update: Clint reported it has not been completed. Requirements have been received and inspection is being scheduled. PO has been scheduled.
- Classroom Locking Sleeves Update: Mark reported the team would like to purchase two in order to test and determine whether or not it will work for lockdown procedures. There are several doors that would need it.
- Emergency Response Drill Update: Becky reported the RFP draft is going to Executive Cabinet for review. She reviewed the criteria with the team.

James asked Becky to contact Michelle regarding Informacast and whether or not it was still available.

Discussion was held regarding Regroup. Becky was not aware it would be released in the summer but would double-check. Regroup will allow for texting during emergency situations and may be used for other matters as well.

- ICS Team Radios Update: Becky reported she has approval to move forward on purchasing radios as long as all funding is covered. SWACC will be assisting with some funding through the safety fund.
- Student Injury/Incident Reporting Form Update: Debbie reported the new form is in duplicating and is being made into a PDF fillable.

New Business:

No new business to report.

SWACC-Keenan Items:

- ***SWACC Property & Liability issues:***

Kyle explained the relief inspection is due at the end of May and would like to come on 4/14 to walk the campus.

Safety Training Opportunities:

- ***Keenan SafeColleges Training assignments:*** Becky will check compliance after spring break.

Member/Department Updates

James Preston: ICS Team will be meeting earlier this week. Preparing for bigger drill in the fall. Hoping to do a small building drill.

Officer Giles: Joint training with staff and Officer Montoya. He explained he will be attending active shooter training.

Elva Lopez: Nothing to report

John Bernal: NRA event on Saturday. Extra security will be present. Kyle will walk-through campus on 4/5 to review concerns brought to his attention. Working with SimplexGrinnell for fire system. Debbie asked about the evacuation chairs. What was the status? John stated Lataria Hall is handling.

Clint Cowden: Kyle stopped by and inspected the farm. Two loads of hazardous waste has been picked up and freed up a lot of instructional space. FFA field day is coming up and expecting 400 guests. Rodeo coming up as well and expecting 2000 guests.

Bertha Felix-Mata: Starting bids for repairs. Hoping to start repairs end of May.

Debbie Gore: Nothing to report

Shaun Bailey: Cycle race last weekend. Lots of stuff going on during the same week. M&O will be doing some work during spring break.

Mark Gritton: Updating ICS documents. New additions to the team. Will be adding a safety net by the CDC in order to avoid balls going over. There will be presentation on domestic violence on April 1st. at WHC Coalinga.

Kimberlee Davis: Nothing to report.

Meeting adjourned: 10:25am