

**Safety Committee**

**Meeting Minutes**

**Date:** March 4, 2025 (every 1st Tuesday of the Month)

**Time:** 8:00 am – 9:00 am

**Location:** SAB 211 **Zoom:** [**https://4cd.zoom.us/j/87153959380**](https://4cd.zoom.us/j/87153959380)

**Meeting ID:** 871 5395 9380 **Passcode:** 404986

| **Voting Members** |
| --- |
| **Chairperson**: Robert Bagany  **Managers**: Nick Dimitri, Lt. Charles Hankins  **Faculty**: Ellen Coatney, Natasha Lockett, Ruth Gorman, Thuy Dang  **Classified**: Vacant  **Students**: Pamela Fuentes, Max Stemmle  **Representatives:** Finy Prak (MCHS Principal), Michael Griffith (CCCSIG Rep), Jerry Johnson (CCCCD Risk Manager) |

|  |
| --- |
| **Non-Voting Members** |
| **Managers:** |

Present: Robert Bagany, Lt. Charles Hankins, Moises Urbina, Angela Loera, Maya Jenkins, Max Stemmle

Zoom: Nick Dimitri

Called to order at 8:03 a.m.

|  |  |  |
| --- | --- | --- |
| **Item** | **Outcome/Decisions** | **Action Items** |
| 1. **Welcome and Introductions** |  | N/A |
| 1. **Review Current Agenda** |  | N/A |
| 1. **Public**   **Comments /Announcements**  **(2 minutes each)** | No Public comment. | Informational/Discussion |
| 1. **Standing Items** | 1. Accident/Injury and Incident Reports – Lt. Hankins   No slip, trip, or falls to report. There was a vehicle vs. pedestrian incident. Pedestrian was taken to hospital for care. Lt. Hankins suggests implementing signage to slow down traffic in the campus area, considering legibility and comprehension for all individuals, including visually impaired students. Robert also mentions plans to control traffic during peak times. Additionally, he addresses the need for lighting improvements near the library, stating that he has found a vendor and will obtain a quote for the project.   1. Evacuation Reports – Moise Urbina   Discussed the evacuation drill schedule and its impact on various departments. He highlighted issues such as class interruptions and suggested maintaining the current evacuation route to ensure safety. He also emphasized the importance of practice for real emergencies. The schedule includes drills for the PE complex, science, and other buildings. Moises plans to finalize the schedule and share it with all relevant parties, including Middle College High School and nursing students.   1. Custodial Report – Noel Muniz   No update from Custodial Dept.   1. Facilities and Construction – Robert Bagany   Tree trimming on campus near lot 10.  Field is complete, construction crew is off of campus and lot 8 is back open.  Repair in lot 6 is complete. | Informational/Discussion |
| 1. **Action Items/Discussions** | 1. Building Monitors:  * Monitors for non-frequently used buildings * Monitor AA Building  1. Procedure:  * Entrapment in Elevator - discussed the need to establish a procedure for elevator entrapments. * Radio/Battery Testing Schedule –   Discussed setting up a recurring schedule for battery testing. No dates were scheduled at this meeting.   1. Building Monitor Training Dates – Fall/Spring   Expressed the importance of having a recurring training for building monitors. Suggested obtaining proper 3rd party training for building monitors and college community stair chair evacuations  Emphasized the importance of evacuation drills, the role of the building monitors, and the need for someone to give the all-clear after the alarm is silenced. No dates were scheduled at this meeting. | Informational/Discussion |
| 1. **Adjournment –** Future Meetings on Tuesdays:   4/1/25, 5/6/25 | Meeting adjourned at 8:45 a.m.  Next meeting Tuesday April 1, 2025 at 8:00 a.m. |  |