

**Safety Committee**

**Meeting Minutes**

**Date:** September 2, 2025 (every 1st Tuesday of the Month)

**Time:** 8:00 am – 9:00 am

 **Location:** SAB 211 **Zoom:** <https://4cd.zoom.us/j/5638713171>

**Meeting ID:** 563 871 3171 **Passcode:** FMPWEB

| **Voting Members** |
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| **Chairperson**: Victoria Menzies**Managers**: Nick Dimitri, *1 Vacant***Faculty**: Ellen Coatney, Natasha Lockett, Thuy Dang**Classified**: Nikolai Hansen, Joanne Solano**Students**: Vacant**Representatives:** Finy Prak (MCHS Principal), Michael Griffith (CCCSIG Rep), Dan Cueva (CCCCD Risk Manager) |

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| **Non-Voting Members** |
| **Managers:** Lt. Charles Hankins |

Present: Victoria Menzies, Robert Bagany, Moises Urbina, Nikolai Hansen, Joanne Solano

Zoom: Dan Cueva, Natasha Lockett, Vaishali

Called to order at 8:02 a.m.

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| **Item** | **Outcome/Decisions** | **Action Items** |
| 1. **Welcome and Introductions**
 |  | N/A |
| 1. **Review Current Agenda**
 |  No quorum, so discussion only. | N/A |
| 1. **Public**

**Comments /Announcements****(2 minutes each)** | * Vaishali, a new adjunct in the biology department, expressed interest in joining the committee but learned she needed to be appointed by Randy Carver, the Academic Senate President, to become a voting member.
* Passing of former DSPS counselor and committee member, Ruth Gorman.  Schedule fall evacuation drills and Building Monitor Training (October).
*  Consider including active shooter training.
 | Informational/Discussion |
| 1. **Committee Orientation:**
2. Committee Charge Review
3. Brown Act Overview
 | **Committee Membership & Procedures*** Committee makeup (faculty, classified staff, students) needs updating in governance documents.
* Clarification that Victoria will serve as chair going forward.

**Brown Act Overview*** Reviewed requirements: agendas, quorum, public access, voting rules, documentation of votes, no serial meetings, ADA accessibility.
* Remote participation rules under AB2449 were highlighted.
 | * Update committee composition and governance documents.
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| 1. **Standing Items**

 A. Accident/Injury and Incident Reports – Lt. Hankins1. Evacuation Reports – Lt. Hankins
2. Custodial Report – Noel Muniz
3. Facilities and Construction – Robert Bagany
* Safety Walk Update
* Fire Safety (Fire Break abatement between Campus and Residential Homes)
1. Risk Management Report – Dan Cueva
2. CCSIG Report – Michael Griffith
 |  **afety Reports*** **Accidents:** Two medical incidents since last meeting (not slips/trips/falls).
* **Evacuation Drills:** Most buildings covered last semester; Music/Arts and PAC still pending. Recommendation to conduct drills each semester.
* **Training:** Discussion of active shooter training (not currently required, but offered on request).

**Workers’ Compensation Report*** Three claims in August, mostly from the child center (minor injuries).
* No major concerns, but training on safe lifting/moving furniture recommended.

**Facilities & Safety Concerns*** Construction updates (parking lot paving, ERC work, lighting, tree trimming).
* Night safety walk revealed poorly lit areas and cracks; follow-up repairs needed.
* Fire safety concerns about overgrown weeds behind campus (risk to neighbors).

  | * Address lighting, tree root hazards, and fire break maintenance.
* Continue monitoring AED units and replacement needs.
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| 1. **Action Items/Discussions:**
2. Building Monitor Training Dates – Fall/Spring
3. Procedure

Radio/Battery testing and emergency supply bag maintenance schedule | **Training & Equipment*** Plan for Building Monitor Training in October (include evacuation, CPR, first aid, tourniquet use, radio use, possibly lockdown button testing).
* Need updated list of safety monitors.
 | * Schedule fall evacuation drills and Building Monitor Training (October).
* Consider including active shooter training.
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| 1. **Adjournment:**
 | Meeting adjourned at 8:53 a.m. | Next meeting on Tuesday, October 7, 2025 at 8:00 a.m. to 9:00 a.m. |