

**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. |
| 1. **Standing Items**   A. Accident/Injury and Incident Reports – Lt. Hankins   1. 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. |
| 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. |
| 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. |