



SAN MATEO COUNTY
COMMUNITY
 COLLEGE DISTRICT

Meeting Minutes

District Managers' Health and Safety Committee (DMHSC)

Date:	Start:	End:	Next Meeting:	Next Time:	Location:
December 4, 2023	2:00 pm	3:00 pm	March 4, 2024	2:00-3:00 pm	Zoom – See Calendar Invite

Purpose:	Central Repository Folder:
District Managers' Health and Safety Committee (DMHSC) Meeting Agenda #55	\\appserv2\Districtwide Safety Committee

Attendees:	
X Barrick, Emily – (CSM) X Colin, Cherie – (SKY) X Dean, Rob – (CSM) Demissie, Yoseph – (Dist) Garcia Vince – (Dist) Gutierrez, Robert – (Dist) X McLain, David – (Dist) X Melgoza, Ingrid – (Dist) Minkin, Ben'Zara – (Dist) X Morello, Jr., Joe - (SKY) X Pinkham, Karen – (CAN) Prisecar, Ludmila - (CAN)	X Reyes, Thommy – (Dist) X Rodriguez Antone, Megan – (CAN) Rudovsky, Michele – (CSM) Slater, Bernata – (Dist) X Tordesillas, Dennis – (Dist) X Tupper, Brian – (Dist) (Chairperson) X Vangele, Jim – (SKY) Vizenor, Andrea – (CSM) X Warne, Maxwell – (SKY) X Jason Wendt – (CAN) Yoch, Owen – (CSM)

Item	Description	Action by	First Noted	OPN/ CLO
------	-------------	-----------	-------------	----------

NEW BUSINESS				
---------------------	--	--	--	--

	Campus Health and Safety Committees Update 12/4/23: <u>Skyline Health, Safety & Emergency Preparedness Committee</u> -First Aid and AED training will be on Flex Day, January 11, 2024, 12:30-4:30pm, in B6-202 and B6-204. Class capacity is 25. Open to all District employees. -Outdoor courtesy phone signage is too small. Replacement to comply with Districtwide design standard. Joe will work with Max who will include ADA signage project leads Virna Rodas de Moran and Heidi Rank. -Recent firewall malfunction disrupted internet connection on campus. HSEPC having ongoing discussions about emergency communications.	VPAs		Ongoing
--	--	-------------	--	----------------

<p><u>Cañada College Safety Committee</u></p> <ul style="list-style-type: none"> -Focus of multiple meetings has been on communications <ul style="list-style-type: none"> o Ensure all webpages have up-to-date information -Public Safety (PS) <ul style="list-style-type: none"> o Jason to arrange a Flex Day activity for the campus community to meet the PS team o Provide info on how to contact PS. PS stickers in bathrooms have old phone numbers. Brian stated the numbers are still valid but is currently working with Robert to update stickers with new number, 650-738-7000. New emergency posters will have the new number. -Existing emergency procedures will be utilized during evening operations when Health Services is closed. -Four-way intersection near Building 1 has become a safety concern. Public Safety increasing visibility. -Fire alarms in Building 13 are caused by people smoking in the bathrooms. Alarms have put the building in fire alarm watch and have caused several class disruptions. No alarms in the recent month. -Preparations for the rainy season are being made -Protocol about who will send memo to staff about safety practices with electric equipment and securing office spaces is to be determined. (Skyline would like to do the same.) 			
<p>Round Table 12/4/23:</p> <p>Brian – There may be more protests on campus in 2024. Working with all VPSS Offices and the Chancellor’s Office to create a Districtwide protocol on how to handle student protests while supporting people’s right to have a safe demonstration.</p> <ul style="list-style-type: none"> o Dave working on talking points for Public Safety and Auxilliary Services front line staff on how to deal with calls and complaints about perceived issues that may escalate to protests. Script will be sent to Brian and Kurt when finished for dissemination. <p>Dave – Crisis Communication Table has been expanded to enable flexibility and to help audience better understand the severity of a situation. New table items such as Urgent, Critical, Crime, Timely and Emergency alerts have been added. Ben’Zara is working on getting approval from key stakeholders for implementation and inclusion in the Emergency Action Plan.</p> <p>Rob – Public Safety would like to be informed about any staff that will be on campus during the winter break.</p> <p>Megan – Cañada parking lot was utilized as a staging area for emergency vehicles during the recent meeting in Filoli between President Biden and President (Xi Jinping) of China.</p>			

RECURRING ITEMS				
	Emergency Action Plan (EAP) 12/04/23: All four items were not discussed. Ben not available.	BZM		Ongoing
	Districtwide Building Captains Plan	BZM		Ongoing
	District Employee Emergency Preparedness Training	BZM		Ongoing
	PSPS forecast and Air Quality Index update	BZM		Ongoing
	COVID-19 Recover Plan and Safety Procedures 12/04/23: Item not discussed. Michele not available.	MR		Ongoing
OLD BUSINESS				
52.0	Dogs on Leash Law 7/17/23: BT will send drafts of the signage to MR. Public Safety officers in all campuses have done a good job in talking to community members about the policy. 12/04/23: Item not discussed.	BT	3/3/23	OPN

Postponed to March 4, 2024:

Design Standards for Safety Hardware (BZM)

- Lockdown button
- Concealment drapes for Violent Intruder events