

West Hills Community College District – Risk Management Committee

Minutes June 17, 2016 at 9:30am

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

Present: Shaun Bailey, Conne Cleveland, John Bernal, Kathy Defede, Kyle Coffman, Clint Cowden, Kimberlee Davis, Bertha Felix-Mata, Debbie Gore, Elva Lopez

Call to Order

Meeting was called to order at: **9:30am**

Approval of Minutes

Approval of the March 18, 2016 minutes was tabled due to lack of quorum and will be on the agenda the following month.

District Accident-Incidents Review:

The team reviewed three incident reports and nine employee incident reports.

Kathy Defede reported the student involved in the car accident is fine and only filed a report only. He has now graduated from the program. Discussion was held on “what if” scenarios regarding car accidents and how w/c would apply.

Clint provided more detail regarding the truck that caught on fire during class. He and the students were able to extinguish the fire before the fire department arrived. A new fire extinguisher is needed in FB01. A new dump truck is also needed in order to replace the one caught in the fire.

A group of rodeo students were in a car accident traveling from Las Vegas. They were returning from a competition. Debbie is working on obtaining additional information. None of the students were hurt.

Old Business:

- Annual Above Ground Tank Integrity Testing (Farm of the Future) Update: Clint reported the testing has been completed.
- Emergency Response Drill Update: Becky reported the RFP has gone out and bids are due July 28th.
- ICS Team Radios Update: Becky stated there are still not enough funds to cover the shortage and Ken has asked for her to reach out to the Presidents for the remaining balance. Conne stated she may be able to assist in the purchase of some radios.

New Business:

- Fire Extinguisher Training: Becky explained fire extinguisher training will be arranged at each campus/center location. Team discussed it may be a good idea to hold a session during Flex or Duty Day.

- Meeting Schedule 2016-17: Becky stated she forgot to include the schedule in the agenda; however, the next meeting is scheduled for July 15th.

SWACC-Keenan Items:

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

Kyle would like to be on site in Coalinga for inspections the last week of June. He will work with Shaun and Clint on scheduling.

Shaun also asked if scissor lift training can be scheduled. He will work with Kyle on making arrangements.

Safety Training Opportunities:

- ***Keenan SafeColleges Training assignments:*** Compliance is only at 67%. HR will be sending out reminders.

Meeting adjourned: 10:00am