

**West Hills Community College District
Risk Management Committee
Minutes**

August 28, 2015

Teleconference: District Office Conference Room and WHC Lemoore Room 124

Present: Erin Brewer, Debbie Gore, Officer Giles, Mark Gritton, James Preston, Kyle Coffman, Clint Cowden, Brian Abela, Shaun Bailey, John Bernal, Connie Cleveland, Kathy Defede, Elva Torres

Absent: Becky Cazares, Bertha Felix-Mata, Jeff Wanderer, Clifton Harris

Call to Order

The Risk Management Meeting was called to order at 9:35am.

Approval of Minutes

The minutes of the March 20, 2015 meeting were approved on a motion by Connie Cleveland; seconded by Mark Gritton and carried unanimously.

The minutes of the June 19, 2015 meeting were approved on a motion by Connie Cleveland; seconded by Mark Gritton and carried unanimously.

District Accident-Incident Review

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

Kyle commented on training for some of the injuries that were listed. Laura Meyers from Sanitary Supply educates all custodial staff on the use of chemical dispensers and showing them the appropriate way to properly use them.

Debbie explained the need to report incidents in a timely manner. There was a request to have two Incident Report forms. Debbie will review the Current Form and see about changing it to meet the needs of campus incident and student injury. This Form will be for review at the October meeting.

Kyle was going to check into Safe Schools Incident Form training.

OLD BUSINESS

ICS Team Radios

Becky stated that J's Communication has not responded. Shaun is going to provide vendor information to Becky that we can contact regarding radios. This item will be discussed once Becky is back in October.

AED Training

John Bernal check with Zee Medical and they do training.

Connie Cleveland mentioned that CDC uses Doris Hanks for their CPR training in the past at the rate of \$65 which includes AED.

Kathy Defede explained the paramedic program has now a relationship with American ambulance who is an authorized provider through the American Heart Association to provide CPR/BLS/AED and other life support classes. Our instructors when teaching/providing courses here on campus will be approved via American Ambulance/AHA for those classes. We are looking at being able to provide monthly classes open to employees/students for their certifications and requirements, so they will not have to seek out additional vendors for this purpose.

Kyle stated going in house is a great idea if it's possible. Also agencies have a tendency to give group rates.

New Training Available

Erin stated that most of the training was complete by all employees and it will soon be time to roll out the new training in the fall. Safe Colleges Training will be sending out emails.

Risk Management Policies/Procedures – Review Schedule

Becky stated she will be developing a schedule to review all of the policies and procedures to be reviewed by the risk management team.

NEW BUSINESS

Annual Above Ground Tank Integrity Testing FOF

Clint stated that it would be a different vendor and they would be out in September. Should have report for October meeting.

Annual Fume Hood Testing and Certification

Shaun and John Bernal confirmed that all testing and Certifications were completed.

Changes in Committee Members

WHC Lemoore James Preston will send list to Becky showing who the new members are replacing.

Request for Scaffolding Review

Mark Arce stated that he spoke with Football Coach Olson and they would not need the Scaffolding that the camera they have purchased meets their needs.

Evacuation Plan for Eagle Arena

Debbie brought up the concern for accessibility for wheel chairs on the 2nd Floor of Eagle Arena at Lemoore. Discussion on a chair lift for the stair well Kyle was going to check into it see the inspection requirement.

SWACC-KEENAN ITEMS

Property & Liability Claims Information

Kyle shared information for the claims for the W/C and P&L by year.

SWACC TRAINING OPPORTUNITIES

Safe Colleges Training

Compliance Update: 99%

MEMBER/DEPARTMENT REPORTS

Connie: Several Positions opened. WHCCD CDC has been asked to Partner with Mendota – Health & Welfare New Facility Grandview Homes. Nothing has been finalized yet. 100% compliance Safe Colleges

Clint: Requesting Shop Safety with Kyle

Shaun: School has started been very busy. Having difficulty with Main Chillers on campus. It is a P G & E issue.

Grit: Sent out Letters – Crime Situation Committee – President Cabinet and Planning Governance - College

James: Busy with the startup of school. WHCL had their last BBQ with Don before retirement. 105 Adjunct – Training for September 14th Campus Safety for Students.

Office Giles: Working on Awareness Training for ICS team and to all others including students.

John: College is in the process of upgrading their security door system. Jack Ramsey is working on the project to get it up and running as soon as possible. Campus is

ready for startup of school. Student Union project has broken ground. They are moving a lot of dirt and there is a lot of activity going on around the campus. Extra traffic with equipment telling everyone to use caution around construction zone.

Kathy: Wanted to know the process for student injuries on campus. Regarding HIPPA claims. DSPS student was sent to the allied health to have Nurse Faculty to evaluate student. Wanted to know what the process was? Concern of liability. Debbie said the DSPS instructor should have filled out an incident report and that if the student needed medical attention to follow district protocol. James stated that he would explain the process to staff.

Erin: Announce her new job assignment and that this was her last meeting with all of us. Enjoyed working at West Hills Community College District and would miss everyone.

Next Meeting

The next Risk Management Meeting will be held on September 25, 2015.

9:30 am Mark Gritton will be chairing. Debbie Gore will be out of the district that day

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