



## ENVIRONMENTAL HEALTH & SAFETY COMMITTEE MEETING

### Unapproved Minutes

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A meeting of the Imperial Valley College Environmental Health and Safety Committee was held in the Board Conference Room at 3:00 p.m. on Monday, September 21, 2009.

#### **I. Roll Call**

##### Present:

Alejandro Cozzani, Miriam Trejo, Gina Madrid, William Gay, Gordon Bailey, Judy Santistevan, Ted Ceasar, Rick Webster. Becky Green, and Travis Gregory.

#### **II. Call to Order**

The Environmental Health and Safety meeting was called to order at 3:00 pm.

#### **III. Approval of minutes**

A motion to approve the minutes dated May 18, 2009 was moved by Ted Ceasar and seconded by Miriam Trejo. The minutes were unanimously approved.

#### **IV. Old Business**

##### *Approved By-Laws and Committee Membership Appointment*

Pursuant to the approved by-laws, committee members shall be appointed by the appropriate shared governance group and/or department.

##### *Emergency Training Update*

William Gay, Miriam Trejo, Gina Madrid, Gordon Bailey, Ted Ceasar, and Rick Webster attended the presentation on "School Violence" hosted by El Centro Border Patrol. A brief discussion was held regarding the content and importance of the training.

##### *Emergency Radios*

The radio repeater was down during the last power outage resulting in interruption of signal and radio service. Pressing one of the buttons on the side of the radio will switch it to a two-way radio device, allowing people to communicate when the repeater is unable to broadcast any signals. A sticker could be attached to all radios outlining the basic functions of the device.

The current PA system doesn't work during power outages; however, fax machines may be used as an emergency communication equipment/phone.

It has been reported that two radios are malfunctioning. A list of all emergency radios needs to be compiled. It turned out that the radios were not fully seated in the cradle. An emergency radio needs to be assigned to the Director of Evening College.

## **V. New Business**

### *Pandemic Flu*

Committee members recommended using the safety funds to purchase hand sanitizers in preparation for the upcoming flu season. The motion to submit this recommendation to College Council was moved by Rick Webster and seconded by Bill Gay. The motion was unanimously approved.

Flu updates have been posted on the HR website, Twitter, and Facebook sites.

### *Facility Construction Update*

A brief update and timeline of completion was provided.

### *Evacuation Plan*

The evacuation route for the Preschool area needs to be modified to comply with safety standards.

### *National Campus Safety Awareness Day*

National Campus Safety Awareness day was held on September 23, 2009 from 10:00 am to 2:00 pm

### *Other Issues*

- Alert-U: Grant administrator privileges to Bill Gay and to the Director of Evening College.
- Expanding doors due to the heat (summer time)

## **VI. Adjournment**

The meeting was adjourned at 4:00 p.m.