



ENVIRONMENTAL HEALTH & SAFETY COMMITTEE MEETING

Minutes

A meeting of the Imperial Valley College Environmental Health and Safety Committee was held in the Board Conference Room at 10:00 a.m. on Thursday, April 14, 2008.

I. Roll Call

Present:

Marco Morales, Ted Ceasar, Deidre Pollock-Blevins, Jill Tucker, Gonzalo Huerta, Travis Gregory.

Absent:

Andrew Chien, Jacky Cypher, Jean Stroud, Hope Davis, Jim Fisher, Daniel Gilison, Richard Fitzsimmons, , Russell Lavery, Frank Miranda, Thomas Morrell, James Patterson, Judy Santistevan, Jack Williams, John Abarca, Becky Green, Kathy Berry, David Lopez, and Rick Webster.

II. Call to Order

The Environmental Health and Safety meeting was called to order at 10:00 a.m. by Travis Gregory, Chairperson.

III. Approval of minutes

M/S/C Gonzalo Huerta/Marco Morales to approve minutes of the March 13, 2008 meeting as presented.

IV. Evacuation Drill

A follow-up discussion was held regarding the term "lockdown." At a previous meeting, committee members discussed the different connotations of this term. An alternative solution is to use the phrase "shelter in place" and/or "shelter and cover."

Alarm and Phone System

A brief discussion was held regarding the audible levels of the current alarm system. A proposal to upgrade the alarm system will be submitted to the Board of Trustees.

According to the Technology Council minutes dated March 12, 2008, the timeline for implementing the new telephone system is targeted for the end of May.

Emergency Training

A presentation on emergency procedures will be conducted during faculty and staff orientation by Ryan Kelley.

Evacuation Drill

The next evacuation drill will be conducted during the month of October. The committee recommends conducting an unannounced emergency drill in order to test our ability to respond during a disaster and/or emergency situation. The ultimate decision would be made by the Superintendent/President.

V. SEMS/NIMS Training Update

A certified IID trainer has agreed to provide training for IVC administrators, faculty and staff. The trainer will be compensated at the adjunct rate.

VI. Oath or Affirmation of Allegiance

In the past, new hires were required to sign the Oath or Affirmation of Allegiance.

The form has been updated and Human Resources staff will ensure that all new employees receive and sign the above-mentioned form.

The HR Department is in the process of conducting a file audit. One of the goals is to identify those employees, who have not signed the Oath or Affirmation of Allegiance.

VII. The Safety Minute

The Safety Minute is a quarterly, safety-focused newsletter. The first volume includes information regarding the role of public employees as disaster workers during emergencies. The Safety Minute will be made available on the HR website.

VII. Other Issues

- Emergency cards will be issued to all administrators.
- Thirteen (13) Two-way Motorola radios will be purchased utilizing Emergency Preparedness funds.
- Frank Rapp, Dean of Instruction will provide administrative coverage during the evenings. The recommendation is to add his name to the Environmental Health & Safety E-mailing Group.
- Issues with the lighting on the north parking lot.

Adjournment

The meeting was adjourned at 10:50 a.m.

Minutes taken by: Martha Garcia, Administrative Assistant