



SAFETY COMMITTEE MEETING MINUTES

Thursday, February 17, 2022

Via Zoom

Regular Meeting: 2:30 p.m. – 4:00 p.m.

Approved

Members and Resource Staff present: Lorraine Barrales-Ramirez, Tony Burrola, Lucas Cantin, Al Elzey, Casey Fortier, Vince Garcia, Max Hartman, Bettina Lee, Ben’Zara Minkin, Karen Pinkham, Ludmila Prisecar, Michele Rudovsky, Nathan Staples, Diana Tedone-Goldstone, Brian Tupper.

Members and Resource Staff absent: John Cuevas, Yesenia Haro, Ray Hernandez, Michael Hoffman, Megan Rodriguez-Antone.

Guests and others present: Wissem Bennani, David Eck, Julie Hong, Kim Lopez, Monica Malamud, Ingrid Melgoza, Manuel Alejandro Pérez, Alessandro Riva, Tammy Robinson, Chantal Sosa.

AGENDA ITEM	CONTENT
1. Review and Approve Agenda	ACTION: A motion to approve the agenda was made by Lucas Cantin and seconded by Casey Fortier. Motion passed.
2. Review and Approve January 20, 2022 Meeting Minutes	ACTION: A motion to approve the January 20 Meeting Minutes was made by Captain Al Elzey and seconded by Vice President Tammy Robinson. Motion passed.
3. Reports and Updates	<p>Public Safety: Chief Brian Tupper provided the following update:</p> <p><u>Power Outage After Action Report</u> Cañada College experienced a power outage on February 1 that lasted 45 minutes to one hour. It was initially estimated to be a four-hour outage. Chief Tupper, Facilities, Public Safety and Interim VPAS Prisecar’s team discussed what could be done better and they are evaluating processes.</p> <p>One of the gaps for Public Safety occurred at the onset with the EAS (Early Alert System), which includes an audio alarm and ALERTME text/email/phone calls. When the outage occurred, the dispatcher was flooded with phone calls and was trying to get information from PG&E, public safety and others on site, but then was notified that a person was stuck in an elevator. The dispatcher did not immediately send the alert, but instead handled the emergency first by notifying the fire department about the person who was stuck in the elevator.</p> <p><u>What went well:</u></p> <ul style="list-style-type: none"> • Public safety communicated quickly with each other and with administration and had additional staff available onsite in 15 minutes. • The fire department, along with assistance from Cañada’s engineering team, safely rescued the person from the elevator. <p><u>Improvements Needed:</u></p> <ul style="list-style-type: none"> • It takes about a minute to send out the alert, so Brian said they are evaluating the best process for that. • It takes a while to make decisions about what to do when there is a power outage. Public Safety cannot cancel classes and it is up to the administration to make that decision.

- Interim President Lopez said they considered canceling classes, but the power came back on. She noted that some people did go home and some transitioned to remote instruction. It did take a while to get the cancellation of classes notification ready, so it did not go out.
- Brian Tupper said when the power goes out, there is a lot of classroom management that needs to happen, but the colleges have not identified what that is. He said there should be a discussion around how a professor handles a power outage and the process of canceling a class or shifting to remote instruction.
- There were concerns on how to respond to the outage since people have been off campus for a couple of years and the processes were forgotten.
 - Communication needs to be improved and the colleges need to practice what to do.

Comment:

- Monica Malamud noted that switching to online instruction is not a quick process during an outage. There is travel time for students and faculty to get home and people have to connect to electrical power for their devices, which may take time.
- The campuses used to have evening administrators and Monica Malamud asked if it would be good to bring that program back. About half of students are enrolled in evening courses and they should have the same level of services as day students.
- Casey Fortier noted that UC Berkeley Extension was on campus using our facilities during the outage. They were unclear on what to do, however Roslind Young was able to direct them. Processes for outside groups should be looked at.
- Interim VPAS Prisecar asked if a Skyline or CSM student who is attending a class at Cañada would receive an alert because she transferred from CSM and did not get an alert.
 - Brian Tupper said if people are signed up to receive alerts for all three campuses, they will receive them, but if they are only signed up for their own campus and not the others, then they will not.
 - In the case of employees, Ben'Zara Minkin said they are finding a gap for people who do not have their cell phone registered with HR as it was not a requirement for employment originally. HR is backlogged in getting the information updated. New employees will need to submit an emergency cell phone number. Vince Garcia can make sure people are enrolled and can update peoples' information.

There is a meeting on February 28 to assess the response to outages so colleges can be prepared for the next emergency. The process of switching to online instruction following an outage as well as factoring in student/faculty travel time would also be considered, as well as talking about bringing back evening administrators on campuses.

Facilities: Karen Pinkham said there was no Facilities update to report.

Emergency Preparedness Office: Emergency Manager Ben'Zara Minkin reported the following:

ALERTME Update: Ben'zara Minkin talked about the emergency notification platform the district is using called Rave Guardian. Rave has now partnered with a new mobile application called App Armor and this public safety interface is a command and control interface for both students, staff and faculty members as well as for public safety or emergency managers in the district.

The end user will now be able to report an emergency so the district will have all the actions for timing notifications needed for Clery Act purposes. They will be able to take

photos, communicate directly through dispatch and get quick updates on their phone. It is more interactive and he cited an example of one of the apps called, “Walk with Me,” where students can request a public safety officer to walk with them to their vehicles if they are leaving class at night. The system has interfaces that are built in that will notify the dispatcher. It can also send out a geographic notification for people so that officers will be able to find the user’s location when they are on campus. It will also help with search and rescue situations.

- They are also looking into getting a desktop notifier system that will provide notifications to office computers and district-provided laptops even if you are off campus. The notification will take over the computer screen. It will help those areas on the Cañada or Skyline campus that cannot hear the loudspeakers or who are in a dead cell spot where they cannot easily get communications.
- The district is also working with Rave on developing a grouping so that employees or students that might be on various campus sites can receive emergency notifications without developing user fatigue by receiving multiple messages.
- There will also be an option for people who are visiting the campus to opt into the Rave system to receive emergency notifications while they are on campus attending events.
- Vince Garcia presented prototypes of the Emergency Alert text notification signs that will be posted on campus, as well as signage for the Rave Guardian app.
- Ben’Zara would like to work with the campus PIOs to begin promoting the app and would also like to see the campuses install the signs.

Radio Testing SOP: The radio testing standard operation procedure is being reviewed by BenZara Minkin, who plans to also develop a mapping system of who has radios and why throughout the district. They will also be building a training program and are working on curriculum. Previously, the Chancellor’s Office conducted a monthly radio test, however Public Safety will now coordinate the radio testing. It will be now conducted monthly by the dispatch office on the third Tuesday of the month at 10:00am. Radio users will interact directly with the dispatcher. For those who have radios, departments and individuals may contact Ben’Zara to schedule a training. He will also meet with the colleges’ Cabinet groups to discuss the training.

Building Captain Training: Ben’Zara Minkin is writing a comprehensive building captain training. The program will use a computer-aided system to track building captains so we would know where they are.

Recovery and Safety Update: COVID-19 Health Officer Ray Hernandez was unable to attend the meeting, but Interim VPAS Prisecar shared his report:

- Transmission cases continue to decline in San Mateo County
https://covid.cdc.gov/covid-data-tracker/#county-view?list_select_state=California&data-type=Risk&list_select_county=6081
- District tracing reports are also low compared to 2 weeks ago as noted on the exposure report website
<https://smccd.edu/return-to-campus/exposures-report.php>
- The state has rescinded masks mandates and the county fell in alignment with state directives.
<https://cmo.smcgov.org/press-release/eleven-bay-area-health-officers-lift-most-indoor-mask-mandates-february-16>
- Governor Newsom will be holding a press conference this afternoon and sharing a plan for moving from pandemic to endemic protocols.

	<ul style="list-style-type: none"> • The district will maintain its masking requirements, to allow for appropriate time to consult with District stakeholder groups and discuss this policy matter with the Board of Trustees • Home antigen tests were distributed this week through public safety for employee distribution <ul style="list-style-type: none"> ○ Each employee can request and receive one (1) boxed test kit that contains two tests via their division office ○ Attached document (At home testing kits instructions) for guidance on when to use ○ Information will be provided about subsequent employee availability as supplies are received by the District ○ Information about student at-home testing kits availability and distribution still forthcoming • Expanded onsite testing at all 3 campuses with COVID Clinic to start 2/22/2022: https://smccd.edu/return-to-campus/testing.php <ul style="list-style-type: none"> ○ Open to students, employees, and public ○ PCR testing free. They do offer rapid antigen testing for a fee. ○ Hours: Mondays–Thursdays: 10:00am – 6:00pm, Fridays: 10:00am – 3:00pm <ul style="list-style-type: none"> ▪ Cañada College – Lot 10, Building 21 ▪ College of San Mateo - Lot M ▪ Skyline College – Lot P ○ Individuals will need to register for an appointment and provide applicable insurance information in the same manner as any other free testing site. The appointment link will be available as soon as we receive it from COVID Clinic. We anticipate getting that URL from them today. <p>Human Resources Office Update: Human Resources Specialist Ingrid Melgoza provided the following update:</p> <ul style="list-style-type: none"> • The state approved COVID-19 supplemental paid sick leave and the district will continue with the entitlement, although it is different than last year. Last year, a full-time employee could take up to 40 hours of leave if the employee was unable to work due to a vaccine-related appointment or illness, or they were caring for themselves or a family member due to a quarantine or isolation situation. <p>Now, a full-time employee may take an additional 40 hours of leave if the employee is unable to work due to a positive COVID-19 test result or the employee is caring for a family member who tests positive. Part-time employees may take leave up to the amount of hours they work over a two-week period, with half of those hours available when they or a family member tests positive for COVID-19. The supplemental leave policy is in effect now and is retroactive back to January 1. An email communication will be sent to all employees, although David Feune is waiting for additional resources to provide information from the state before he sends it out.</p> <ul style="list-style-type: none"> • Regarding the AFT MOUs, faculty may now donate their sick time to other faculty who have exhausted their sick leave due to COVID-19. • There was also a MOU for CSEA which depended on what would happen with the state. Ingrid said there is nothing different now because we have the state supplemental paid sick leave for COVID-19.
<p>4. Recommended Topics for the March</p>	<p>March 17, 2022 Preliminary Agenda Items</p> <ul style="list-style-type: none"> • Lorraine Barrales-Ramirez would like to discuss faculty representation at the District Safety Committee.

<p>17 Safety Committee Agenda</p>	<ul style="list-style-type: none"> • Lucas Cantin would like to discuss chemical hygiene • Lorraine Barrales-Ramirez will submit a procedures draft to Interim VPAS Prisecar. • Safety training in campus labs <p>Please email any suggested topics to Interim VPAS Ludmila Prisecar.</p>
<p>5. Round Table</p>	<p><u>Mask Mandate:</u></p> <ul style="list-style-type: none"> • Monica Malamud asked about the process or timeline regarding the mask mandate. She said she heard that the district would be in alignment with San Mateo County, but now the district is not. She asked how it is being decided and how long the mask mandate will continue. <ul style="list-style-type: none"> ○ Interim President Lopez said the district is maintaining the mask mandate until further notice. The mandate is made by the Board of Trustees. The topic is not on the agenda for the February 23 Board meeting. Unless there is an emergency Board meeting called, the trustees would possibly review the topic at their next regular meeting on March 23. If the mask mandate is lifted, the colleges will need time to transition.
<p>6. Next Meeting</p>	<p>The next Safety Committee Meeting will be held on March 17, 2022 at 2:30-4:00 pm.</p>
<p>7. ADJOURNMENT</p>	<p>ACTION: A motion to adjourn the Safety Committee Meeting was made by Lucas Cantin and seconded by Dean Max Hartman. Motion passed.</p> <p>Meeting adjourned at 3:24 p.m.</p>