

COLLEGE OF THE SISKIYOUUS
SAFETY COMMITTEE MEETING

Minutes
March 10, 2017

Committee members present: Nancy Funk, Doug Haugen, Ed Kephart, Eric Rulofson, Phil Clark, Maria Ferrasci, Billy Hefflinger, Calvin Wagner, Jo Ann Kiefer

The meeting was called to order at 11:05 a.m. in DLC-4.

1. **Approval of Minutes:** MSP (Hefflinger, Kephart, unanimous) to approve minutes of February 24, 2017 as read.
2. **Approval of Agenda for March 10, 2017:** MSP (Haugen, Hefflinger, unanimous) to approve agenda as presented.
3. **Discussion & Action** – None.
4. **Recurring Reports**
 - RASP – We still have 3.75 days available for RASP training. New employees should have forklift training. Days need to be used by June 30, 2017.
 - Keenan Reports – Still only one claim for the year.
 - Change Safe Colleges/Safety Shorts report to “Employee Safety Communications.”
 - Safety Requests – There are no safety requests pending. They are addressed as they come in.
 - Safety Credit Requests – None.
5. **Project Reports**
 - Wayfinding signage in Yreka is still a work in progress. The project will be completed during summer.
6. **New Business**
 - Emergency Action Guide – this will be distributed for the next meeting. Doug and Phil will have samples of flip charts. Nancy would like to encourage people to be familiar with it before an emergency.
 - IIPP Review – Review the document for the next meeting.
 - Several individuals are attending a Keenan-sponsored active shooter workshop in Redding on April 18. Do we need to have a Yreka representative attend also?

7. Old Business

- Alertus emergency notification software information was distributed. IT has done preliminary preview and it seems to be something we can implement. There is no cost for the basic system. It can be expanded to do more for a fee. If IT does feel this will work, the committee would like to make a recommendation to move forward with implementation.
- Spring tabletop exercise scenarios were discussed. Members of the IMT and down to director level should be involved. Eric will work on a scenario. Doug, Jo Ann and Eric will work on planning the event. It was suggested that the training occur over spring break, the week of March 27-31.

8. Other

- Ty Speck's work schedule has changed so she is not able to attend Safety meetings. Lori checked the committee makeup and it does not specify that any specific number of representatives from the groups is required. We currently have two CSEA representatives so we do not need to add an additional person to replace Ty.
- Phil will not be available for the April meeting.

9. Future Meetings – 11 a.m. to 12 noon

- a. April 14, 2017
- b. May 12, 2017

Meeting adjourned at 11:50 a.m.

Respectfully submitted,

Lori Luddon