

West Hills Community College District – Risk Management Committee

Minutes

December 10, 2015 at 9:30am

Teleconferenced between DO Conference Rm., Lemoore Admin Building Rm.124

Call to Order 9:35am

Meeting was called to order at:

Approval of Minutes: Approval of the September 25, 2015 minutes were approved on a motion from Conne Cleveland seconded by Mark Gritton.

District Accident-Incidents Review:

RMC reviewed accident and incident reports from Oct-Dec 2015 (to date). Discussion held. Halloween incident discussed. Gritton stated he has not heard anything else regarding this specific incident. Debbie stated there were two police reports filed.

Kyle asked if the culinary students received any type of training for safe handling of knives. Becky stated she would check with Christian Raia.

Kyle stated more follow-up needed for injuries to prevent injury from happening again. Becky asked Kimberlee to add this item to the work comp checklist.

Discussion was held on heat illness training and changes made in May 2015. The plan will need to be updated.

Old Business:

- *Annual Above Ground Tank Integrity Testing (Farm of the Future):* Clint stated he is working on it. Kyle will provide vendor information. Clint stated they have made multiple phone calls and no response.
- *ICS Team Radios Update:* Discussion held on pricing.
- *Student Injury/Incident Reporting Form:* Review of revised incident report. Debbie stated she is working with Karan on making them a PDF form. Discussion held on the type of information that should be on the form. SS vs ID. Need to know what happened, location, time – proper signatures. Hoping this will help with the process. Debbie stated she has released the form to Lemoore and would like others to start using it as well. Debbie and Becky discussed training for staff during staff development day.

New Business:

- *County of Kings Inspection – WHC Lemoore:* Team reviewed reports.
- *District Emergency Response Drill Exercises:* Discussion held on the need for drill. Will need to develop RFP.
- *Staff Development Day – February 12, 2016 @ WHC Lemoore:* Discussion.

SWACC-Keenan Items:

- **SWACC Property & Liability issues:** SWACC will be providing more information. Presentation in January.

Safety Training Opportunities:

- **Keenan SafeColleges Training assignments:** Training beginning in February.

Member/Department Updates

Dave Bolt: Nothing to report on behalf of James Preston.

John Bernal: Regular events in Lemoore. John stated he has concerns regarding how to handle all events on campus and will speak to Dr. Clark. Student Union coming along.

Sam Avina: Waiting on pricing for water treatment. Working on Chiller.

Elva Torres: Nothing to report.

Clint Cowden: Nothing to report.

Conne Cleveland: Awarded grant for quality of programs. Will work on improvements.

Kathy Defede: Contract with American Ambulance has been approved. Instructors should be able to train for CPR and AED.

Debbie Gore: Diesel trucks need to pass smog.

Kimberlee Davis: Nothing to report.

Kyle Coffman: Nothing to report.

Mark Gritton: Coalinga PD Officer has been doing training on campus. (gang identification, signs of drug use). He and James Preston have been reviewing emergency texting systems. Interested in vendors and schools using this technology. Need to move quickly. Want to look at Regroup.

Shaun Bailey: New carpet installed in Admin Building.

Next Meeting Schedule: January 15, 2016

10:35am

//bc