

**West Hills Community College District
Risk Management Committee
Minutes**

January 16, 2015

Teleconference: District Office Conference Room and WHC Lemoore Room 124

Present: Brian Abela, Shaun Bailey, Erin Brewer, Becky Cazares, Conne Cleveland, Kyle Coffman, Kathy Defede, Bertha Felix-Mata, Debbie Gore, Mark Gritton, Cliff Harris, James Preston, Elva Torres,

Absent: Johnathan Bernal, Jeff Wanderer

Call to Order

The Risk Management Meeting was called to order at 9:32am.

Approval of Minutes

The minutes of the December 12, 2014 meeting were approved on a motion by Clint Cowden; seconded by Debbie Gore and carried unanimously.

District Accident-Incident Review

Team reviewed incident report and discussed issues with cameras. Shaun stated there were issues with the cameras and they are being addressed. Cameras were motion censored however they are now capturing 24/7. Police reports have been filed.

Debbie asked if she could get a copy of the police report. Shaun stated she could get it from the police or the individuals.

James stated there were issues with homeless using showers in Lemoore but no theft.

Elva reported there was another vehicle stolen at WHCL Arena – waiting for incident report.

Claim will be submitted and those affected will receive some reimbursement.

Discussion held on adding signs stating “continuous recording”.

OLD BUSINESS

Annual Above Ground Tank Integrity Testing

Requisition entered. Need to schedule test.

ICS Team Radios

Discussion on radios. Ken was not happy with partial replacement. He asked the team consider replacing first level ICS team radio replacement. James thought two deep would be best.

Shaun stated he was thinking of 13 new radios for his M&O area. Elva stated WHCL wanted to look a few because of cost (maybe 3-4 mainly for security).

James thought this was too important to do now because it involves safety. He was concerned won't have constant communication.

Kyle stated there may be a grant through PIPS.

Scaffolding Training

Discussion held on a concrete pad. Kyle explained if concrete pad was poured, it would then become a permanent structure. If that's the case and the proper inspection is obtained, certification is not required. One person would still need to become a competent person to do the inspection every time it is used.

NEW BUSINESS

Immediate Change to MPN (Medical Provider Network)

Becky explained change in provided from PRIME to Harbor Health.

Erin will call Kelly and get more information on poster changes needed.

SWACC-KEENAN ITEMS

Property & Liability

Kyle explained he needs to do audits on inspection. He will coordinate with staff.

Report is available on SafeColleges. He will email a copy. He will be checking to make sure corrections were made.

Misc w/c claims are still the highest claim – need to try and figure out a better way to report. Strains are the most expensive followed by slip/fall. Need to focus on these areas.

Kyle met with the County inspector and there are still a few other issues to correct. He will send a fuel check form to Clint.

SWACC TRAINING OPPORTUNITIES

SafeColleges Training

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Still lots of outstanding training. Erin working on trying to report delinquencies.

Staff Development Day

Will be held on 2/6/15 in Coalinga.

COMMUNICATION/ADVISORY/HANDOUTS

Keenan SafeSchools Newsletter

The January 2015 newsletter was distributed.

MEMBER/DEPARTMENT REPORTS

Shaun: School/classes started this week. Very hectic week.

Bertha: NDC is going well. Survived the first week. The security guard is going through background process before he can begin.

Debbie: Working on incident reports.

Conne: W/C incident with an employee – child was hurt.

Clint: Nothing to report.

Grit: Starting up school – lots of new facility upgrades on the softball field.

Erin: Working on MPN information.

James: Very busy first week – lots of action – good first week. ICS team met at WHCL – team has been revamped. He would like to do more training. He discussed call-down lists. He also informed the group he has added an ICS line for emergencies.

Cliff: Recommendations on biological supplies – need to be emptied more than once and need smaller drums for the liquid. Also, need larger containers for sharps for nursing.

Brain stated waste is taken twice a year and this was the first he had heard there were concerns.

Brian: Chemical waste to be picked up next week.

Elva: Busy w/ M&O and events. Concrete project over at the arena.

Kathy: Nothing to share at this point.

Next Meeting

The next Risk Management Meeting will be held on February 20, 2015.

10:45am

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