

# West Hills Community College District – Risk Management Committee

## Minutes September 23, 2016

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

### Call to Order

Meeting was called to order at:

### Approval of Minutes

Tabled.

### District Accident-Incidents Review:

The team reviewed 0 incident reports and 8 employee incident reports.

### Old Business:

- Emergency Response Drill Update: Becky explained a conference call was held with the selected vendor. The drill itself will be held in the spring after accreditation; however, the vendor will be working on updated the Emergency Response Plan and other items that can be done in advance.
- Emergency Response Plan Annual Review Update: Vendor will review and update.
- IIPP Annual Review Update: No changes reported.

### New Business:

- AED Machines: A total of four machines have been ordered. Two for Coalinga and two for Lemoore.
- Annual Fume Hood Testing and Certification: Becky explained it's time for the annual fume hood testing and certification. Once completed, each campus will have to provide the certification for the risk management files.
- Board Docs: Becky explained the risk management agenda will be moving on Board Docs. Once everything has been migrated, she will inform the committee.
- Heat Illness Prevention Plan Annual Review: The Heat Illness Prevention Plan is due for review. In reviewing the Cal/OSHA changes from 2015, several items will need to be updated.

### SWACC-Keenan Items:

- SWACC Property & Liability Update: No reports at this time.

### Safety Training Opportunities:

- Keenan EPL Training at WHC Lemoore on November 7<sup>th</sup>:

### **Communication/Advisory/Handout:**

- AB 1995: Proposed Legislation Regarding CCD Shower Facility Access for Homeless Students
- SB 792: Requires Proof of Immunization for Day Care Employee and Volunteers Effective 9/1/16
- Heat Illness Prevention Standard

### **Member/Department Updates:**

Bertha Felix-Mata: Bertha reported NDC may be getting an electronic vehicle charging station. There are still some things that are being reviewed.

Shaun Bailey: WHCC has had some major water line breaks – 4 total in a week and 2 in the same place. Water was off for a few days which upset a lot of staff. One of the breaks was caused by a contractor. Lost power on Sunday and campus was out for a long time. A bird flew into the breaker. No physical damage to equipment. Affected the main servers.

Conne Cleveland: Immunization changes has been interesting. The school district is not paying for the staff they send to work with our centers. Most have gone and done it themselves. Issue is who is a “volunteer” and whether or not they need the immunizations.

Kyle Coffman: no report

Kimberlee Davis: no report

Elva Lopez: Elva reported WHC Lemoore is getting ready for the wrestling tournament this weekend. Quite a few schools will be present. Custodial and security is covered for the event.

Dr. Harris: Recommended an AED be in the science lab since the conference center is typically locked. Possible location of room 207.

Office McPherson: no report

**Next Meeting Schedule:** October 14, 2016

Meeting adjourned: 10:15am

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