**West Hills Community College District**

**Risk Management Committee**

**Minutes**

December 12, 2014

Teleconference: District Office Conference Room and WHC Lemoore Room 124

**Present:** Shaun Bailey, Erin Brewer, Becky Cazares, Kyle Coffman, Clint Cowden, Bertha Felix-Mata, Charles Freeman, Marcel Hetu, Breck Klawitter, James Preston

**Absent:** Brian Abela, John Bernal, Conne Cleveland, Debbie Gore, Mark Gritton, Cliff Harris, Elva Torres, Jeff Wanderer

Call to Order

The Risk Management Meeting was called to order at 9:00am.

Approval of Minutes

The minutes of the September 26, 2014 meeting were approved on a motion by Marcel Hetu; seconded by Shaun Baily and carried unanimously.

District Accident-Incident Review

There were no employee related incident reports to review; however, there were nine student/visitor reports.

Discussion was held regarding the current incident report form for classroom/on-campus incidents. It may be a good idea to update the form to include a section specifically for property damage.

Discussion was held on proper reporting procedures.

**OLD BUSINESS**

Annual Above Grant Tank Integrity Testing

Kyle explained Farm will need to schedule testing. Clint stated requisition has already been entered into the system.

Kyle explained we will need to make sure testing is being done correctly.

Annual Fume Hood Testing & Certification

Fume hoods have all been tested and passed.

Marcel stated a longer vent (extended) may be needed at NDC per the technician. Kyle stated the manufacture should be contacted on this issue.

Scaffolding Training

Discussion was held regarding the different options (training vs cameras).

Becky will follow-up with President Goldsmith on how she would like to proceed as funds will need to available to move forward.

**NEW BUSINESS**

ICS Team Radios

Becky explained the cost quoted. Discussion was held on the possibility of replacing and what other options there may be.

Shaun stated that if he and John can get their radios replaced, we can replace slowly. James asked Becky to speak with Deputy Chancellor Stoppenbrink regarding whether or not this would be a viable option.

County of Fresno Inspection Update

Becky gave a brief of update on the county inspection.

Shaun asked for some hands on chemical spill training. Kyle explained the biggest disconnect is the SPCC training and emergency contacts.

Kyle is meeting with inspector on Monday, December 15th.

**SWACC-KEENAN ITEMS**

Property & Liability

Nothing to report at this time. Kyle did say he needs to do an audit on his last inspection.

**SWACC TRAINING OPPORTUNITIES**

SafeColleges Training

Lots of outstanding training – Becky will send out past due assignments.

Erin explained part of the issue is that they have expired and employees are no longer getting the emails.

**COMMUNICATION/ADVISORY/HANDOUTS**

Keenan SafeSchools Newsletter

The November & December 2014 newsletter was distributed.

**MEMBER/DEPARTMENT REPORTS**

**Marcel Hetu**

Marcel would like AED training for all staff. Clint stated his Ag faculty members have also asked about this type of training.

Marcel stated the new security guard will start January 2015. He asked if there was any training for security and was referred to Alex Villalobos.

**Bertha Felix-Mata**

Nothing to report.

**Erin Brewer**

Nothing to report.

**Breck Klawitter**

Breck commented the group is very engaged which is a strength. He stated the District is always a great participant in SafeColleges and it has slipped a bit. He recommended having supervisors get the notifications so they can assist in the process.

**Kyle Coffman**

Nothing to report. He stated Lemoore needs to be prepared for an inspection as well.

**Clint Cowden**

Thanked everyone for their assistance. He will continue to work on the corrections needed at the Farm per the inspection.

**Shaun Bailey**

Nothing to report.

**James Preston**

James reported Charles asked him to report that he delivered the sharpies to their designated location. He is currently working with staff on transitions.

Next Meeting

The next Risk Management Meeting will be held on January 16, 2015.

The meeting concluded at 10:35am.

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