

**RIVERSIDE COMMUNITY COLLEGE DISTRICT  
DISTRICT SAFETY & SECURITY COMMITTEE (DSSC)**

MEETING MINUTES  
Thursday, June 2, 2022

<b>ATTENDEES:</b>	Ruiz, Tony	Bass, Christopher
Bolanos, Victor	Sellick, Mark	Collins, Michael
Brown, Aaron	Tu, Beiwei	Cruz, Stephanie
Clarke, Chris	Wofford, Kemari	DiMemmo, Kristine
Cruz-Soto, Thomas		Doering, Bart
Czerniak, Justin		Esqueda, Monica
DiSalvio, Sean		Gonzalez, Evelyn
Few, Tammy		Harris, Jack
Hartley, Mark	<b>ABSENT:</b>	Kazsuk, Tracy
Hicks, J. Marie	Ashby, Steven	Kleveno, Robert
Moore, Frankie	Askar, Madj	Mohtasham, Mehran
Purser, David	Barrera, Christian	Taube, Rhonda

**I. Meeting called to order by Beiwei Tu at 10:03 a.m.**

**II. CONSENT CALENDAR**

- a. DSSC June 2, 2022 meeting minutes approved. Motion made by Frankie Moore, seconded by Mark Hartley.

**III. DISCUSSION/ACTION ITEMS**

- a. Safety & Security at Centennial Plaza
- i. Meeting was started by Aaron discussing the comments and surveys about safety at Centennial Plaza. We are all aware at this point and wanted to have a session about what will lead to greater security and what can be done. He would like to establish a subcommittee of this group to research and address. Would like recommendations from participants of this council.
1. Victor: Had a conversation with Kleveno and knows that some of the issues are budget related but wants to know if it's possible to get additional CSA stationed in the morning when employees are walking in to work. Sometimes a presence is enough to help with issues from community members. He does encourage employees to leave in pairs. He has heard that the cameras on Coil are not functioning properly and that the CSAs can't properly see the necessary areas. There was another incident today and he wants to be part of the subcommittee so he can help get work to and from the CSEA members.  
Aaron: We need to take a look at the number and hours of CSAs downtown. It is a constant struggle to keep them. Once we get them full time they tend to promote out and move on. There are budget constraints but we want to take ideas and figure out what is the greatest need and try to address. We need to make sure the cameras are working and there is enough coverage.
2. Victor: Also want to discuss RAVE and employee's expectations. If an employee uses RAVE, what happens?  
Aaron: All calls go to Riverside Police Dispatch. Not sure of the feedback on calls, can look into and make sure there is communication with employees afterwards.  
Beiwei: Wants to encourage all employees to download the RAVE app. We have anew flyer to promote. Emergency alerts got to Riverside PD and Administrators and District Police follow up. You can use the timer that send an alert if the time runs out.

Aaron: Does Risk Management offer training on all of this (RAVE app)?

Beiwei: Training is coming soon and will be advertised.

Marie: Has used RAVE in the past twice. Once was for an emergency call, which does go directly to Dispatch who showed up with paramedics as well as RCCD Police. This was a couple years ago, but they responded in a timely manner. She has also used the timer and it is really helpful.

3. Frankie: Can some of the safety concerns at Centennial Plaza be shared so the committee members that aren't located there can help provide ideas for safety?

Aaron: Asked Victor to speak to some of the events that have occurred.

Victor: Today there was a man undressing, people are exposing themselves, community members confronting our employees walking in. Our employees are feeling very uncomfortable. There is constant drug use, community members going to the bathroom on the sidewalks by our buildings, people passed out in the parking structure. It's not safe for employees or students.

Frankie: There are some similar issues on campus in the evenings and after weekends. A lot of break-ins and such, but it sounds more prone in the downtown area.

Aaron: It is more intense in the heart of downtown right by a public city park. We are trying to partner with the City for Mental Health Services, trying to come up with a game plan to address some of the issues to help mitigate. The parking structure is wide open during the day. Maybe using card readers or something for vehicle entrance would help so it's not so open. Looking at more staffing and more escorts for employees. Since it seems to be a District wide issue we should make sure there is a representative from each location on the subcommittee.

Marie: Have there been any actual assaults or direct confrontations?

Aaron: Confrontations yes. Approaching and harassing but not aware of actual assault.

Victor: Has been swung at but not hit. Some scary things have happened. Tres have been slashed and things like that.

4. Aaron: We need to address awareness and there has to be a way to get employees to report so we have a record. We need to make employees feel comfortable with reporting. Many employees don't want to create a hassle or cause problems. If an employee feels there was a problem, they should report it. If it ends up being nothing, then it's nothing. He has used RAVE himself 5-6 times since working here. Don't hesitate. Let trained individuals deal with it for all employees coming into the building.

Victor: If I'm going to call, how is it going to be dealt with? This is the main thing employees want to know.

Chris: Mirrors a lot of the things Aaron was saying. Has seen a lot but hasn't reported, partially out of fear of legal entanglement.

Aaron: 9 times out of 10 that won't happen. Usually the Police move the community members on their way. Don't let that prevent you from reporting anything.

Chris: I'd be happy to help craft a message to encourage employees to report.

5. Aaron: Any other recommendations? Will form a task force, Tammy will be a part of it

6. Marie: Do we still have an option to do anonymous tips via the app and website?

Justin: Yes, then anonymous form is still available in both places.

7. Chris: DO we have a policy on carrying pepper spray?

Aaron: We have a weapons policy but not sure how in depth it goes. We can look into it and see what it says. If anyone is interested in being on the subcommittee of have anything they want to address

within the subcommittee, please contact Beiwei and I will be inviting people to join the group.

8. David: Just wanted to address some of the issues that have been brought up in the meeting. We always have a CSA on site at Centennial Plaza from 6:00am to 2:00pm. The cameras are currently working at Coil and are monitored by the CSA in the parking structure. Reporting is very important. PD needs to know at the time it happens if employees say anything. See something, say something. Have not received any reports of employees being assaulted but two Police Officers have been. We currently have two Officers out of work on comp leave. We are looking at sending Officers to CAADO at peak times for extra security. We are reaching out to Riverside PD about services/resources for the homeless community. Just a reminder to please report. You don't have to give your name, can report anonymously.
9. Aaron: Have heard concerns about locations of parking garage downtown. It is going to be labeled so police can find it.
10. David: Be fully aware of your surroundings. Know the streets and building around you, even just main intersection.

b. Injury & Illness Prevention Program Update

- i. Beiwei presented the IIPP. In April, Risk Management proposed to update the IIPP and bring in more operational procedures.
  1. There was a group formed to work on the program and the result is what we are looking at today. We have to follow certain structure and define specific roles and responsibilities.
  2. Risk Management has technical resources for the District and offers some centralized services. Management at each site will have more responsibilities. Need a Program Administrator at each campus for hazards, training, health & safety.
  3. We need to start/continue safety talks/meetings and safety committees/groups at each campus.
  4. There are guidelines on hazard communications/ Accident investigation will continue to be supervisor's responsibility. It reviews training for the IIPP, specific hazards, and for specific job classifications.
  5. It's a 40-page document that we are hoping to have this committee review for next meeting to address and provide feedback.

Aaron: We are recommending body. DSPC would get this next and it would need to go to Board. We need a schedule of when we need to review and when it would be going to the other committees.

Justin: This is an update to the existing program. We already have an IIPP this is just updating it to meet OSHA standards. We already have one that has been approved.

Beiwei: Correct

Aaron: With new organizational structures DSS will be a subcommittee of Resources. Just because it was approved here doesn't mean it is approved.

c. Emergency Management Program

- i. Beiwei discussed Emergency Management. First, she discussed the RAVE mass notification system. They are making updates to enhance the product. Will save the District money and will provide more/better services.
  1. Emergency text messages free of charge, can opt in to get notifications at multiple sites, desktop notification capabilities.
  2. RAVE Collaboration allows you to assign tasks to users
  3. System was tested on September 1<sup>st</sup>. Some features worked well, like the texts. Some features did not work like the electronic message boards at the campuses.

4. Flyers were sent at the time of the test to inquiring employees. The flyers assist on logging in and changing setting for notifications. Also lets employees opt out of emergency notifications.
  5. Mass Notification Training will take place on 10/12 at 2:00 pm via Zoom.
- ii. The Great Shakeout will be taking place in October.
- Tony: We will be sending the notification using rave and asking everyone to drop and cover. It's a good way to test our systems and processes.
- Justin: Our plan will include our annual evacuation drill. We are doing it early (9:50) to work around faculty schedule.
- Sean: RCC is sending out the same notification as the other colleges. It will be a voluntary evacuation due to midterms. Evacuation map is being sent with the emails leading up to the event.
1. Aaron: What are we doing collectively and what is this committee doing in case something like this occurs? How are we responding to this type of event?  
Beiwei: It boils down to planning. We have been working with the campuses getting a plan in place so we can train our employees on the plan. If we only train on theory, it's more difficult to transfer that knowledge to the event when it happens. I have been working with the Safety Coordinators and Monica to enhance procedures and process and focus on how to put into practice.  
Aaron: We talk about planning but where is the tangible evidence? Where are the results and what timelines have you established so we know as a District what we have in place and how to respond.  
Beiwei: I will have a timeline for the next meeting.
- iii. We are making some improvements to our CPR program. Tony, Monica, and Justin have been certified to teach CPR classes for our District. This will make classes more flexible and available for our employees. The next class will be at CAADO on 10/28 from 8:00am to 3:00pm.
- Aaron: Is it going to be advertised District-wide?  
Beiwei: Yes, we will start advertising next week.  
Frankie: Can the training be split into 2 shorter classes on 2 days?  
Beiwei: Technically it can but logistically I will have to speak with Monica to see if we can schedule something like that.
- iv. We will be offering CERT training on 10/14 & 10/21.

d. Safety Workgroups

- i. Please give an update on the campus Safety Workgroups.
- ii. Beiwei (District): Monica is gone so I will give a brief update. The main topic discussed at the last District Safety Workgroup meeting was the safety issues at Centennial Plaza. I'm glad we are forming a subcommittee to help address some of these issues.
- iii. Sean (RCC): Don't really have any updates yet. Our First meeting will be in October and we will be discussing the Great Shakeout.
- iv. Tony (MVC): We are reconstituting our Safety Workgroup. Our first meeting will be in October. In the meantime, we have been offering a lot of training. We have held trainings for Stop the Bleed, Active Shooter, Stryker chair, Lock Block and we are working with Ben Clark Training Center to offer CERT Training.
- v. Justin (Norco): We had our quarterly meeting on Monday. Talked about the phones we had installed in the classrooms and discussed the Great Shakeout. Have Building and Floor Captain training on 10/12 and will be reviewing crown management and EOC procedures.
- vi. Aaron: Question for the Safety Coordinators. I didn't hear that DSSC information was being reported to the Safety Working Groups. It seems like a communication loop that needs to occur.
  1. Sean: 100% can add to Safety Workgroup
  2. Tony: 100% can add to Safety Workgroup. We will also be reporting to our Resource Council.
  3. Justin: 100% can add to Safety Workgroup. In the past there were some items from DSSC we were told not to discuss with other groups, so we will need to know what we are allowed to discuss.

Aaron: Everything from DSSC can be shared at a Safety Workgroup meeting. We need to work in a coordinated fashion. Talk about the IIPP, talk about Emergency Management and bring the feedback back to DSSC.

e. Roundtable Discussion

- i. Victor: Was the Stop the Bleed at Moreno Valley done by Wendy McEwen?
  1. Tony: Yes. It was a good class and was very well attended.
- ii. Marie: Do we know when our next meeting will be?
  1. Beiwei: I am looking into scheduling them for Friday mornings.
- iii. Aaron: Because the DSSC plays such an important role, we should discuss the days/times and length of meetings. For the future. Should have it on the agenda to discuss at the next meeting so we can create a schedule for the next year. We will also be looking at membership makeup of the DSSC.

IV. **Meeting adjourned at 11:34 a.m.**