

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

MEETING MINUTES
Friday, November 18, 2022

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

I. Meeting called to order by Beiwei Tu at 9:33 a.m.

II. CONSENT CALENDAR

- a. DSSC October 18, 2022 meeting minutes approved. Motion made by Marie Hicks, seconded by Tony Ruiz.

III. DISCUSSION/ACTION ITEMS

a. Safety & Security Update

- i. Beiwei Tu: Sergeant Kleveno is not present. I don't really have any updates to give. Actions are needed to progress on items before updates can be given.

b. Injury & Illness Prevention Program Update

- i. Beiwei Tu: A few changes were made to the IIPP. In the Roles and Responsibilities section it was changed from VP to Executive Leadership Team. Aaron had said that the language in the IIPP seemed very campus central so we made it more comprehensive to include District Office and representatives.

Are there any comments or concerns from the group before we move forward? I would like a motion to move forward to the DSPC.

*It was noted by multiple committee members that the committee couldn't vote on this because we don't have Quorum.

Beiwei Tu: We will try voting at our next meeting next year.

c. Risk Management Quarterly Reports

- i. Beiwei Tu: This is an example of a quarterly report from October of 2022. It has Work Comp showing number of open claims and claims filed in the last 5 years. The report goes into detail of employee groups that have the most injuries and the cost of injuries.

1. Justin Czerniak: Asked if the numbers provided were for our District specifically of the industry in general.
2. Beiwei Tu: They are specifically for our District.
3. Justin Czerniak: Can we get a comparison of our numbers to other in the industry?
4. Beiwei Tu: We can't really do that for schools.

- ii. Beiwei Tu: Our goal is to reduce the number of TTD days by offering training and making improvements to our Return to Work Program. We want to educate managers on returning to work.
 - 1. Tony Ruiz: We need a specific Light Duty Program. At other places I have worked, workers could come back and do other jobs. I would like to propose a Return to Work Program.
 - iii. Rhonda Taube: I'm looking over the plan and where it lists Managers, Supervisors, and Deans need to remove Department Chair. It adds duties to the Department Chair that need to be negotiated.
 - iv. Beiwei Tu: Report gives an overview of GL claims and the cost of those. We have very expensive employment practice claims. Other than those, the costliest ones tend to be property claims. The last thing it shows is some stats on our training with a breakdown for our different employee groups and the number of trainings they have completed.
- d. Training Program Update
- i. Monica Esqueda: There are a couple trainings coming up in the next weeks and months. The mass notification training has been successful and we added a few more and sergeant Purser will be joining me to discuss calling dispatch vs. 911. There is active shooter training coming up on 11/27. We had 216 employees trained from our active shooter training at the start of the Fall semester. Justin did a walkthrough of Norco with the Sheriff's Department and I'm going to have him talk about that.
 - 1. Justin Czerniak: We had four deputies and a sergeant walk through our campus and take a look at the layout and walked through different buildings for them to get an idea of our campus in case they need to respond to an emergency.
 - ii. Monica Esqueda: We are reaching out to the Safety Reps whenever they have a group training like the one Justin just discussed to make sure we get sign in sheets for those that attended so they get credit in Target Solutions.
 - 1. CPR – We are currently trying to focus on a hybrid model for our upcoming class that will be held at CAADO in January. The online portion has been assigned to those that have signed up and needs to be done prior to the class date in January.
 - 2. Stop the Bleed – We have a Stop the Bled class scheduled at CAADO in March.
 - 3. CERT – We have spring CERT scheduled in April with the City of Riverside
 - a. Tony Ruiz: We have a winter CERT class scheduled for December. It's 3 classes in conjunction with Ben Clark Training Center. There are still openings if you are interested. CPR will be on 1/15/23 at MVC. This will be the skills portion of a hybrid class.
 - b. Justin Czerniak: We have CERT scheduled for March at Norco. We don't have next CPR scheduled yet, will probably schedule one for January. Just held one last week.
 - c. Beiwei Tu: Class for Emergency Planning on December 2nd. It will be virtual from 9:00-11:30am. AN email will go out to register. Will send it out to the group after the meeting.
- e. Emergency Preparedness/Quick Reference Guide
- i. Monica Esqueda: We are working on a Quick Reference Guide. It's somewhat of a cheat sheet for the EOP. It has a lot of procedures. In big emergencies when we need to find people and things quickly there are one-page sheets on how to respond to different emergencies. It has an emergency phone list, emergency evacuation locations, locations of emergency supplies, utility shut off locations, and who is trained to send mass notifications.
 - 1. Rhonda Taube: Is this going to be something we share with everyone or just administration?
 - a. Monica Esqueda: There are parts that can be shared with different groups but for the most part it will be shared with Building & Floor Captains and will be in the EOC at each location.

2. Justin Czerniak: This is not in lieu of the EOP. It's a supplement.
 3. Marie Hicks: Will there be a copy in each classroom.
 - a. Justin Czerniak: We have posters for emergencies in each classroom with contacts and procedures for emergencies. Now we have phones in the classrooms at Norco.
 - b. Marie Hicks: We don't have phones in all the classrooms at MVC.
- ii. Beiwei Tu: Each Safety Rep is going to give an update on how the Great Shakeout went.
1. Monica Esqueda: The District went very simple. It's difficult because the community colleges and UC system always fall around midterms. We just had employees get under their desks then the Building Captains called the all clear. Culinary students did not participate.
 2. Tony Ruiz: We used RAVE, used the PA system to announce the earthquake campus wide, and we evacuated the buildings. This was all done on a voluntary basis. The Building Captains went through and checked, did round robin on the radios, and gave the all clear. The whole thing was 17 minutes from start to finish. It allowed us to see what routes need to be improved and where evacuation point signs need to be bigger. Overall went very well.
 - a. Monica Esqueda: Three messages went out at MVC. Two were sent by VPs Sweeten and Askar and one by President Steinbeck.
 - b. Tony Ruiz: And Ron Kirkpatrick did the announcement on the AP system.
 3. Justin Czerniak: We did an evacuation drill early (9:50) and we were done by 10:00. We used our radios, captains reported, two RAVE alerts went to phones and classroom and an all clear was done. Next drill will be on March 7th.
 - a. Monica Esqueda: The phones in the classrooms are an issue. We are working on that and the desktop version of RAVE.
- iii. Beiwei Tu: We want to have a demo of RAVE Collaborate. It has new features in two sections; 1) trigger event, & 2) build template. I did a dummy template and set rules. You can assign things to people, add tasks and assign them, can document what was done and when and keep track of what else needs to be done.
1. Sean Disalvio: Sorry I was having technical difficulties. Here is my update from the Great Shakeout. We had several departments participate voluntarily. We are hoping to get full approval next year.
- f. Workgroup Updates
- i. District/Monica Esqueda: Our workgroup is a little different. It is mostly made up of our Building & Floor Captains. We've been talking about safety issues at CAADO, scheduling inventory, doing radio checks and trying to get back to where we were before Covid.
 - ii. RCC/Sean Disalvio: Not a lot at our workgroup, it's been fairly quiet.
 - iii. MVC/Tony Ruiz: We are currently reconstituting our workgroup. We are currently waiting for approval on our charter. Anyone can come to our group and express any safety concerns. We are going to be having guest speakers discussing safety topics.
 - iv. Norco/Justin Czerniak: We had our last quarterly meeting on 11/14/2022. Anyone can come and bring safety concerns. At our last meeting we talked about PPE and not coming to work sick. Our next meeting is in March.
- g. Roundtable
- i. Beiwei Tu: Wanted to thank Monica for offering more RAVE training. The awareness for the app has increased since they started.
 - ii. Monica Esqueda: I wanted to note that the chat feature in the RAVE app is actually chatting with RCCD officers. I know there has been a lot of frustration because calling 8171 goes to dispatch, not our officers.
 - iii. Tony Ruiz: With the ending of Covid testing, is there any thought about testing next year?
 1. Beiwei Tu: Curative is exiting the testing business. They will no longer do PCR testing and they are removing their booths. We also

- have a contract with ShieldT3 until the end of the year and have the option to continue monthly after that. We are currently looking into our options.
- iv. Victor Bolanos: I wanted to thank Monica for the covid tests she provided and wanted to know if those were just for my use or for my area.
 - 1. Monica Esqueda: Those were for you and anyone who needs some can come and get them.
 - v. Victor Bolanos: Who is responsible for telling people coming to an outbreak building that they need to wear a mask?
 - 1. Monica Esqueda: I usually inform Management and Facilities s they are aware of the buildings in outbreak status. I will try to remember to add IT to that list because they move around sites a lot as well.
 - vi. Beiwei Tu: We have a lot of supplies available and can order more. Please use them and request them as needed.
 - 1. Victor Bolanos: Who are the distributors at each site for supplies?
 - a. Monica Esqueda: The safety Reps at each campus can be contacted and they are set around and different locations on each campus.

Meeting adjourned at 10:55 a.m.