

DISTRICT SAFETY & SECURITY COMMITTEE (DSSC)

MEETING MINUTES

Friday, March 3, 2023

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

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

II. CONSENT CALENDAR

- a. DSSC November 18, 2022 meeting minutes approved. Motion made by Tony Ruiz, seconded by Evelyn Gonzalez.

III. DISCUSSION/ACTION ITEMS

- a. Adopt the updated Injury & Illness Prevention Program
 - i. Beiwei Tu: Are there any changes, questions or comments regarding the updated IIPP?
- b. Emergency Preparedness - Active Shooter
 - i. Beiwei Tu: Asked about the presentation we did.
 1. Susan Mills: It's 45 minutes long. We should post something for the students but need something shorter. Went through training page by page. Do our students know what RAVE is? Do they know to watch for RAVE notifications? DO students need more information on how to get on RAVE
The training goes over large rooms and hallways but it doesn't discuss what to do in classrooms.
It mentions lock blocks. Do students know what those are and how to use?
 2. Beiwei Tu: There are shorter versions out there. We have watched other versions. One that we liked and thought we could use as a base was the CSU one. We have also contacted the JPS for some site-specific contributions.
 3. Monica Esqueda: The Cal State and Universities use this one because it's not too graphic and it doesn't trigger.
 - ii. Showed CSU Active Shooter video (about 8 minutes)
 - iii. Beiwei Tu: Any feedback from the group about this video?
 1. Majd Askar: It's a good video, people forget or don't know what to do and this is a good reminder.
 2. Justin Czerniak: It's a little bland. Students aren't going to want to pay attention.
 3. Tony Ruiz: We should still continue the in-person trainings I have been doing with Sergeant Purser.
 - a. Beiwei Tu: With students?
 - b. Tony Ruiz: With Anyone.

covering the same information?

- a. Justin Czerniak: The face to face actually includes more but it hasn't been offered to students yet,
5. Monica Esqueda: Whatever we do, we should record it and add it to Canvas so every student can see it. We can have the new Chief do an intro with site specific information before the Cal State video. Yes, it may be bland but what we show can't be triggering.
6. Beiwei Tu: I have seen other videos and we have to consider the audiences feelings to them.
7. Sean Disalvio: We don't have anything for students, but I think this is a good start. We can add others to supplement. Need to open the trainings up to students, voluntarily for in person ones.
 - a. Majd Askar: I agree with Sean and Tony. We need to start with something.
8. Evelyn Gonzalez: We have a student rep here; does he have anything to note? [no response from student]
 - a. Majd Askar: Good idea to get student response. We should use this video and provide a live training option.
 - b. Susan Mills: There is a Student District Council Meeting this coming Tuesday and once a month. We can work on getting it on the agenda.
 - c. Mark Hartley: Send me a link to the video and I can work on getting it on the agenda. [link provided in the chat]
9. Beiwei Tu: Live training is useful but we are limited n hours and how many people we can train. Maybe the information can somehow be incorporated into orientation. We need faculty perspective, is this something that can be done?
 - a. Tracy Kazsuk: We show the LA video in our criminology class.
10. Justin Czerniak: We definitely need to get something to students. We need to make sure it's valid for what their needs are.
11. Beiwei Tu: Need to find the most effective way to train the students.
12. Tony Ruiz: There is no problem doing in person meetings all different days and times.
13. David Purser: The video shown is good. We get a lot of inciteful questions at the live training, so having the face to face as an optional training would be good.
 - a. Majd Askar: Great idea. Would the live presentation have to go to the Student Council to get approved?
 - b. Susan Mills: The Student Council is a good place to get feedback.
14. Majd Askar: Do we need to get the short video approved in order to post?
 - a. Susan Mills: Not approved, it's a good place to get feedback.
 - b. Mark Hartley: This has been sent to the student trustee and will be shown at our next meeting.
 - c. Majd Askar: Does this council include all colleges?
 - d. Mark Hartley: Yes, all three are represented.
15. Chris Clarke: If this is the video we choose, we can write an article to post on the website and share on social media and email to all students. We can include the information of the Safety Reps for questions.
 - a. Monica Esqueda: Are you able to assist in getting video of the chief for the introduction?
 - b. Chris Clarke: Not at the District but we do at the colleges.
16. Majd Askar: Does the Student Council need to see the full presentation?
 - a. Mark Hartley: Let's start with showing them the video at the next meeting and we can mention the full presentation and send it to them to view on their own time.
 - b. Majd Askar: Tony, please send the link to your presentation to Mark.
 - c. Tony Ruiz: We can do the presentation live for the Council.

- iv. Beiwei Tu: We want to form a workgroup for active shooter (emergency planning group).
 1. Monica Esqueda: The idea behind the workgroup is to already have preparations for an active shooter. We want to make sure we are not missing anything. We need reps from all other departments to partner with in the event of an active shooter. For example, we would like someone from HRER knowledgeable of leaves to work with us.
 2. Beiwei Tu: Do we have any volunteers for the group?
 3. Tammy Few: I want to make sure we know what is needed from us. What do you mean by knowledgeable of leaves? I don't think someone needs to sit on a committee for this.
 - a. Beiwei Tu: The liaison role is already a technical expert we need for what they already do. We would just bring people in as needed.
 4. Tammy Few: How is this different from the Building & Floor Captain program?
 - a. Monica Esqueda: This focuses solely on an active shooter incident so when it happens we aren't all scrambling.
 5. Tammy Few: Edwina is the best person for the EAP piece and I will temporarily appoint Grace for the leaves piece.

c. RAVE Mass Notification System

- i. Beiwei Tu: We don't have time to discuss RAVE Collaboration, but we will discuss the RAVE Desktop Notifier.
 1. Monica Esqueda: When employees are sent a RAVE notification it goes to their phone, text, and email. There is a new piece called the Desktop Notifier in which the message takes over your computer screen. We are struggling a little with the rollout. Right now, it's an opt in/opt out kind of thing. Each campus is handling differently. It's a really good solution for faculty that may not have their email open in front of them or have their phone on due to being in class, but their computer screen will be taken over. It's not perfect yet. It's not broken down by location yet. It's a work in progress.
 2. Beiwei Tu: We feel like this is a good feature. We need to decide if it should automatically be distributed to every computer or if it will be an opt in/opt out that an employee has to opt in to use. Some people forget to opt in. We need to figure out which is better.
 3. Majd Askar: We worked with CTA and currently working with CSEA. So far so good. TSS did a roll out all at once rather than opt in/opt out model.
 4. Beiwei Tu: I think this is good. Unless there is an emergency notification, no one will know it exists.
 5. Bill Manges: The roll out at RCC will be big. It's doable but don't have everything in place yet.
 6. Gabriel Rivera: We should probably send a message to the users that it is now on their device. Some employees saw it and got worried something was on their computer that wasn't supposed to be.
 7. Tammy Few: Who is talking at the District and is IT aware?
 - a. Monica Esqueda: Yes, IT has to install it.
 8. Bill Manges: Working on the second piece. Working to get IP ranges to differentiate location alerts. Right now, all installed get all alerts.
 - a. Monica Esqueda: We can get around this by using for active shooter.

d. Risk Management Update Presentation

- i. Beiwei Tu: I am scheduled to give a presentation to the Board in April. Aaron Brown wanted me to present to this group as part of the shared governance process.
- ii. Proceeded with Risk Management presentation.

e. Security Camera Operational Procedure Development

have any kind of operation procedures. We need to create something that addresses how to manage, how to deal with data storage, and who is responsible for monitoring. We need to standardize. Is this something we want to put on our project list? How do we want to proceed?

1. Tony Ruiz: Yes, we do need a policy so there is uniformity across the District.
 - ii. Beiwei Tu: Cameras were put in place without any policies or procedures in place. Gabriel, do you want to comment?
 1. Gabriel Rivera: I agree, we need something that addresses everyone's concerns. I have looked and haven't found any existing procedures, manuals or policies for our cameras. Does anyone else know of any existing policies or have come across anything?
 - iii. Evelyn Gonzalez: Where are the cameras? Do people know we have them?
 1. Justin Czerniak: The cameras are everywhere. They're not hidden, they are very visible.
 2. Gabriel Rivera: At RCC all building have them that are 15 years old or newer plus the cafeteria.
 - iv. Monica Esqueda: Are they all functional?
 1. Gabriel Rivera: They are the same age as the building so they are sporadic. They are all end of life and need to be replaced except for the green house and cafeteria. This is just at RCC.
 - v. Justin Czerniak: Do we really need them? If they aren't working, being used, viewed, or managed do we need them. If we do decide we need them, what is the cost factor?
 - vi. Michael Collins: I am worried of the ongoing cost of the cameras. At Norco we are moving forward with replacing just ones we already had that we feel we still need.
 - vii. David Purser: I agree that we need a policy in place, especially who monitors them and manages access to footage. Is there anything in place about using for disciplinary process or review. What they can and can't be used for.
 - viii. Monica Esqueda: In the event of an active shooter, who has access to the footage?
 - ix. Justin Czerniak: During any event there should be a feed in the EOC. The data will be vital.
 - x. Beiwei Tu: The consensus is that we need written policy/procedures from all groups involved. Do we have support from this group to start working on this? This is separate from Maintenance and Operations. At one-point Gabriel had formed a group, do we need to form another subgroup?
 1. Gabriel Rivera: We formed a group for standard operating procedures and a third-party assessment. We reached out to four companies and received proposals. The workgroup will dissolve after receiving proposals.
 2. Beiwei Tu: We need to form a little technical group to look at other procedures and see what we can use and bring back to get feedback to draft procedures.
- f. Reports/Updates
- i. Beiwei Tu: The DSPC met and discussed the structure of the subcommittees. DSSC will be changing membership.
 1. Tammy Few: This will be reviewed by the Chancellor then go to the Board for approval.
 2. Beiwei Tu: We will keep existing membership in place until changes approved by the Board.

Meeting adjourned at 11:41 a.m.