

**DISTRICT SAFETY & SECURITY COMMITTEE (DSSC)**

**MEETING MINUTES**

Monday, May 5, 2023

<b>ATTENDEES:</b>	<b>Ruiz, Tony</b>	Harris, Jack
<b>Askar, Majd</b>	<b>Tu, Beiwei</b>	Martin-Thornton, Renee
<b>Bolanos, Victor</b>	<b>Villanueva, Daniel</b>	Manges, Bill
<b>Cano, Chris</b>	<b>ABSENT:</b>	Mills, Susan
<b>Clarke, Chris</b>	Bass, Christopher	Mohtasham, Mehran
<b>Collins, Michael</b>	Bennett, Tracy	Moore, Frankie
<b>Czerniak, Justin</b>	Brown, Aaron	Rivera, Gabriel
<b>Disalvio, Sean</b>	Cruz, Stephanie	Scott-Coe, Jo
<b>Few, Tammy</b>	Cruz-Soto, Thomas	Sellick, Mark
<b>Hartley, Mark</b>	DiMemmo, Kristine	Taube, Rhonda
<b>Hicks, Marie</b>	Esqueda, Monica	Wiggs, Micherri
<b>Kleveno, Robert</b>	Gonzalez, Evelyn	Wofford, Kemari

**I. Meeting called to order by Beiwei Tu at 10:01 a.m.**

**II. CONSENT CALENDAR**

- a. DSSC April 3, 2023 meeting minutes approved. Motion made by Tony Ruiz, seconded by Robert Kleveno.

**III. DISCUSSION/ACTION ITEMS**

a. Police Update

- i. Beiwei Tu: Chief Cano, please give us an update on activities and future initiatives.

- 1. Chief Cano: We are continually updating safety aspects. We are here to facilitate. We don't want to lead on certain things but will assist and give our opinion. An example would be active shooter training. We give input but Risk Management puts it together.
  - a. It's weird to wrap my head around 3 campuses with 3 different programs. It should be one program and maybe after the incident we had that will change. The campuses are doing their own thing but direction should be coming from Risk Management.
  - b. The meetings after the 4/18 event are showing that Risk and Police were already working on related items prior to the event. An example would be RAVE. Some Police were already trained in using RAVE. By the time Police knew what was happening that day, Sean had already sent a RAVE Alert, my staff hadn't received training yet so couldn't take over.
  - c. Beiwei and I have looked at locations and points of interest in our Safety Plan and we are working with Facilities on target hardening.
  - d. We are working on developing vignettes to be utilized by staff and faculty to discuss in the classroom. They will include things such as parking lot safety and what is shelter in place. We want to provide overall safety and whatever we can do to provide and if we need assistance from other agencies we will have them come in.
  - e. A lot of officers come to work in soft clothes. What you are wearing at work will determine how helpful you can be in an emergency. You will want to have a go bag so you can have comfortable shoes and clothes in case of an emergency.

1:1 meeting, please reach out.

2. Majd Askar: I have been at the college for 2 years and Risk has been really good at offering RAVE training. The problem is getting people to do it. Can we mandate it?
  - a. Tammy Few: No, not unless the state mandates. We shouldn't have to mandate it, employees should want to do it. If the District heads in that direction we need to give them the chance before it is mandated.
  - b. Majd Askar: I am going to continue encouraging. After the incident we had it may be the best time to send out the opportunity. Employees are concerned that they don't know what to do in the event of an emergency.
  - c. Tammy Few: Under the CSEA agreement under District Programs it says that the District will meet with CSEA to discuss. You have to give me good reason to address this under the CSEA guidelines and roll out. Every CSEA job description does say they are required to do training. We can do it but it's a process.

Another item to address would be what the repercussion would be. That's CSEA's concern with mandate. What happens if an employee doesn't do it.
  - d. Danny Villanueva: Can we offer the training but have those who don't take the training sign a release of liability in case something happens?
    - i. Tammy Few: That would have to go through General Counsel but I would say no.
  - e. Majd Askar: As long as we keep offering, it's up to the employees to take it.
    - i. Tammy Few: But it's not being offered as District in-service training. They are looking for HR blessing and they don't have it. Right now, it's just departments like Risk pushing it out.
    - i. Beiwei Tu: With in-service there is a different level of expectation.
    - ii. Tammy Few: Yes, you have to consider OT, all shifts, travel time, many things before HR gets involved.
3. Sean Disalvio: Since the incident we have been working on door locks. I have been in contact with Convergent regarding the programming capabilities to lock down from more than just the service office. Installing keypads at back doors to enter codes that will lockdown buildings. Trying to make sure we can lockdown buildings from certain areas.
  - a. Beiwei Tu: Who has the capability to use the code?
    - i. Sean Disalvio: Not my call. Up to Administration.
  - b. Beiwei Tu: Chief Cano or Sergeant Kleveno, do you have any input on this?
    - i. Chief Cano: Maybe the Building Captains and some faculty, but this isn't really our call either.
  - c. Sean Disalvio: We will be doing a walk through for additional lockdown capabilities. Still not great but it's what we can do right now.
  - d. Chief Cano: We need to make sure people know their role in emergencies. This is not for Police to decide, but it needs to be discussed.
  - e. Beiwei Tu: Is this an approach that MVC & Norco are considering?
    - i. Michael Collins: We have Administrators and Facilities trained to lock down from a central location. We have training on this. We want to have mobile access in the future for remote lock down capabilities using C-Cure/keycard system.

see how it goes at RCC w/ convergent to see if we want to do this a MVC. WE want to have multiple people that can lockdown from different locations.

- f. Majd Askar: There is some confusion on when to lockdown a building.
    - i. Michael Collins: Does the order come from PD? Is it the call of campus President/VP?
    - ii. Beiwei Tu: We are meeting next week to discuss this.
    - iii. Chief Cano: PD definitely has a say but don't want to take away from Administration making decisions. Can discuss at the meeting next week.

VPs need the capability to not have to go through 911 to get information. They should be able to pick up a radio and contact a sergeant to get information and visa versa. Police can tell VP to do a lockdown of a building. It's a quick way to get info. From PD to Administration.
    - iv. Majd Askar: We've been trained to call dispatch for non-emergency so the calls would be tracked. We have been working with Monica to get more people trained in RAVE to get messages to PD. Do RAVE messages go directly to our officers?
    - v. Chief Cano: yes, we get those messages.
    - vi. Sean Disalvio: We have radios but they aren't on all the time or carried all the time.
    - vii. Danny Villanueva: I'm used to everyone carrying a radio all day. I'm also used to having outside partnerships with stores for food and water in the event of a lockdown. We should all have satellite phones. It is significant to plan before, during and after an event.
  - g. Marie Hicks: During the car event at MVC I was coming out of the bathroom during the lockdown and wasn't sure where to go because I was locked out of the classroom. There were students that were locked out as well that didn't know what to do. How do we know where to go if caught outside during lockdown?
    - i. Chief Cano: I appreciate that we need to identify protocols for those type of instances. That is one of the items that was identified from the 4/18 event.
    - ii. Majd Askar: We are working on drills to help us find these types of deficiencies.
  - h. Justin Czerniak: At Norco our entrance/exit can't be blocked up by cars because of emergency personnel. If people try to leave campus it's going to have to be on foot.
    - i. Chief Cano: Good point, we need to discuss this as well. It's difficult to vacate and get emergency services on site.
4. Beiwei Tu: RAVE notification was sent to RCC. The comment received was that it should have been sent Districtwide. What is the most effective way to do this? Should focus be on the one location or should messages be sent Districtwide? There are pros and cons to both.
- i. Justin Czerniak: What we are doing now works but people don't opt in to receive messages. We can use geofencing so anyone who is registered how enters the area would get an alert. Geofence can include local area.
  - ii. Tony Ruiz: I agree with Justin but I do think everyone should get all messages to assist others.
  - iii. Marie Hicks: I didn't realize I wasn't opted in. I heard from my adult child who called me. I don't think people are clear. Notifications should be Districtwide.
  - iv. Tammy Few: Everyone should be in and they should have to opt out if they don't want to receive them for certain locations.

around such as volunteers, part time, hourly, and associate faculty.

- v. Danny Villanueva: At other places I have seen it set up so visitor get notifications if they are signed on to visitor wifi. Do we have that?
    - i. Sean Disalvio: No, we don't have that.
    - ii. Justin Czerniak: We could possibly set up geofencing for guests.
  - vi. Chief Cano: After our event I was contacted by two other campuses. One had a very similar incident and when they looked at their mass notification report only a small amount of people were actually receiving notifications. I like the idea of having people opt out. The board made it a policy.
  - vii. Chris Clarke: One lesson learned is we need a broader distribution of information. We need localized information on text and generic on Districtwide. More information is better than not enough.
  - viii. Justin Czerniak: I like the opt out option. Only issue is RAVE upload happens every night. If students get dropped, they get dropped from RAVE. We need some kind of retention so students are automatically on for a certain time period after dropping a class.
  - ix. Majd Askar: I agree. We should have everyone opt out. I want to say to Chief Cano that the board meeting was tough, we do appreciate you but there is a responsibility on employees to take the training and ready their emails.
  - x. Marie Hicks: As someone at multiple locations I think opt out is the best way to go.
5. Chief Cano: RCC is actually way ahead of the game compared to other universities.
- a. Tony Ruiz: We have been offering active shooter training and will continue to do so.
  - b. Majd Askar: We also offered it during FLEX. I have a daughter that works at a school in San Diego and she hasn't had any of this training.
  - c. Beiwei Tu: PD can also hold site specific training on request.
    - i. Chief Cano: Yes, it is actually a state mandate that we provide training, so this helps us meet our requirement.
  - d. Beiwei Tu: We also want to start having hands on exercises district wide.
6. Victor Bolanos: There was a training in self defense at RCC. Will that be provided at all sites. I've heard great things about it. I also wanted to follow up on the victimology class you were going to offer.
- a. Chief Cano: I am not aware of a self defense class but I will look into it. I will get the victimology class back on the calendar and it will be more for anyone, not just focused on CAADO at this point. I talked to Monica and we are pushing it to May. Then we will do it again in the Fall for faculty that is returning and new employees.
7. Beiwei Tu: We hear loud and clear that people need to be heard. People who want to share their experiences and information from the 4/18 event. We are scheduling meetings coming up.
- b. Training Update
  - c. Safety Workgroups
    - i. Tony Ruiz: We recently had a Safety Workgroup meeting and a Building and Floor Captain meeting. We reviewed evacuation signage, the RAVE app, active shooter phase 2, 3, & 4, the CERT training was completed, we have first aid coming up, we are working on commencement, and we are working on a virtual EOC for MVC in Teams.
    - ii. Justin Czerniak: We just had our quarterly safety meeting, next one is June 12<sup>th</sup>. We have the FBI coming for Fall FLEX to talk about active shooter (violence prevention). We are also doing fire extinguisher training during Fall

Falls training, and Bomb Threat training. We have PIO training coming up as well as Stop the Bleed and CPR.

- iii. Beiwei Tu: No update from RCC or District. Sean left meeting early and Monica not present.
- d. Roundtable
  - i. Tony Ruiz: A lot of people asking why the EOC wasn't activated during the event that happened at RCC, it should be there to support. But from what I have heard from the debriefing and what appeared to happen, the police had a handle on it. It seems that the EOC wasn't needed, maybe just a portion for communication.
    1. Chief Cano: I agree. We need activation levels for EOC. We need to look into it further and with more detail so we know what to do and what level is correct. Communication was definitely needed.
    2. Beiwei Tu: We do have levels depending on the situation. We can have just management watch, a partial activation, or a full activation.
    3. Chief Cano: We got lucky no one was hurt. It appears this message has failed to be distributed. What's good is that as a new employee and chief I get to see how our system works, see people's idea of an EOC. I see it as a big win because I can now work with all of this and create a good way of responding to an emergency. It's a learning opportunity and I'm going to take it. We can make a lot happen. Things will slow down for summer and we'll have time to work on all of this.
  - ii. Chris Clarke: This was a good learning experience. I think we need to look at the EOC/ICS structure. The first communication I got was RAVE around 9:30. As PIO I was not notified and because an EOC was not set up no one was answering when I called. People were confused by the helicopter message. There needs to be a centralized post. I can release a message but I need to know what that message is from the EOC/ICS. Centralized communication needs to be setup. Just my perspective after the last event.
  - iii. Justin Czerniak: We do have levels of activation but it is also who is available. Who can get here? Who can activate? We can do a virtual EOC easily but someone has to set it up and get it going and activate it. Not activating one in this case wasn't a failure. Outside entities got involved which kind of interfered and caused issues (helicopter message). Need to focus on communications but Chris did a good job.
    1. Chief Cano: A lot of employees don't understand that we didn't order the helicopter. We aren't going to ask them to not respond with their assistance, it's appreciated. We are glad they were here. It did intensify the matter a little. We do need to announce quicker if air support is getting involved.
- e. Beiwei Tu: Thank you everyone. Our next meeting will be in one month. We try to schedule them on the first Friday of the month.

**Meeting adjourned at 11:30 a.m.**