

**RIVERSIDE COMMUNITY COLLEGE DISTRICT  
DISTRICT SAFETY & SECURITY SUB-COMMITTEE (DSSC)  
MEETING MINUTES  
Friday, May 31, 2024**

<b>ATTENDEES:</b>	<b>ABSENT:</b>	
Bolanos, Victor	Kleveno, Robert	
DeAnda, Julie	Covarrubias, Araceli	
Hicks, Marie	Caringella, Graciela	
Esqueda, Monica	Gonzalez, Evelyn	
Tu, Beiwei	Moore, Frankie	
Collins, Michael	Norco Student Body President	
Heim, Stefanie	RCC Student Body President	
Kazsuk, Tracy	NC Student Body President	
Arguelles, Rudy	Askar, Majd	
Taube, Rhonda		
DiMemmo, Kristie		

The meeting was called to order at 10:00 am.

**1. Review and approval of previous meeting minutes**

- Marie Hicks requested a revision to section 3B of the minutes regarding her concerns about camera footage wording. She clarified that her concern was about vague language in the policy, not the potential misuse of cameras for employee discipline.
- The minutes were approved with this revision after a motion by Marie Hicks and a second by Stefanie Heim.

**2. Key and Access Control Policy Feedback**

- There was extensive discussion on whether to keep language about auditing key programs, as facilities currently do not conduct audits. Michael Collins emphasized the need to consult with Facilities Directors before mandating audits. Concerns were raised about the massive undertaking an audit would be, especially for legacy key systems. Marie Hicks suggested that re-keying might be more cost-effective than a comprehensive audit. The group decided to schedule a separate meeting to discuss key auditing in more detail. Julie DeAnda suggested including maintenance staff who cut keys in future discussions.

**3. Police Department Update**

- Julie DeAnda provided a Police Department update. Today would be Chief Cano's last day, and Acting Chief Kleveno would take over after that.
- The group discussed police staffing challenges and recruitment efforts. Julie DeAnda confirmed mutual aid agreements with allied agencies for support, including Riverside City, Riverside Sheriff's Department, and Cal Fire. She noted the lengthy background check process, which takes about four months for new hires. HR has been accommodating by HRER posting multiple positions simultaneously.

#### **4. Security Assessment Update**

- The Board approved an agreement with Salas O'Brian on May 21st, with a kickoff meeting scheduled for the following Wednesday from 4-5 PM.
- The assessment will include online surveys, interviews, and physical assessments of district locations. The online survey will be distributed to all faculty, staff, and students, and interviews will include representatives from each campus, facilities, custodians, administrators, classified employees, faculty, police, and students. The timeline may need to be adjusted to capture faculty and student input in the fall.
- Physical assessments will include nighttime lighting evaluations. Kristine DiMemmo noted that an ongoing solar project might impact the lighting assessment. Once the project is completed, the lighting in the parking lot where the solar panels are installed will improve.

#### **5. Critical Incident Communication Protocol**

- The group reviewed the draft Critical Incident Communication Protocol. This protocol has separate procedures for law enforcement and facility-related incidents. The protocol also defines roles for police, risk management, and strategic communications, emphasizing the use of Rave alerts for quick, mass notifications. The protocol includes activation of the Emergency Operations Center (EOC) for major incidents and outlines post-incident communication needs, including debriefing and after-action reports.
- Julie DeAnda suggested specifying a "sworn designee" for police decision-making.
- The need for 15-20 minute update intervals during incidents was discussed.

#### **6. Emergency Operations Plan Update**

- Monica Esqueda updated the group on the Emergency Operations Plan she was working on. A draft plan was developed before the pandemic but was not finalized. She would like to update the draft plan to include all necessary information in the revised EOP and standardized responses across the district.
- The revised plan structure includes a 33-page core plan and various annexes.
- Annexes include emergency contacts, notification procedures, crisis communication plan, EOC position guides, ICS forms, maps and locations, emergency procedures, department action plans, campus-specific plans, mutual aid agreements, and training/drill information.

#### **7. Training Updates**

- Cal/OSHA training courses are now flex credit approved for faculty.
- Upcoming CPR, Stop the Bleed, and other safety trainings were announced.
- New opt-in groups for Rave alerts, including parents of minors and visitors, are being implemented.
- Campus-specific Rave tests are planned for June (week of June 24th).
- The importance of disaster service worker training for faculty was emphasized, and Monica Esqueda highlighted real-life applications of training, such as CPR skills being used outside of work.

#### **8. Other Business:**

- Victor Bolanos provided feedback on key/access control and security camera policies. He would like clarification on specifying responsible departments/positions for security camera installation and maintenance. Beiwei clarified that the District Facilities, Planning, and Development department would manage camera installation during construction. Once the construction project is completed, TSS will manage the cameras.

The meeting adjourned at 11:35 am.

Next Meeting: May 31, 2024