

Safety Committee Meeting Minutes

October 8, 2021

Scheduled Time: 10:00 AM - 10:45 AM

Location: Held via Zoom

Present:

Ricky Carrillo

Lisa Ketchum

Elizabeth Belaski

Alexis Agustin

Stephanie Martinez

Kim Timoteo

Nick Laskowski

Robert (Bob) McTaggart

Drew Foerder

Al Ramirez

Dorothy Reconose

Thomas Kaiser

Rosalie Ruiz

Norma Martinez

Meeting commenced at 10:02 AM.

1. Safety Committee Membership

Al Ramirez, Facilities Supervisor, joined our committee today. We are still in need of a Parent representative and SJPD representative.

2. Approval of [Agenda](#)

The agenda was sent out for committee review yesterday and Ricky asked if anyone had changes. Ricky said with no changes suggested, the agenda was considered approved.

3. Approve Meeting [Minutes](#) from September 10, 2021

Minutes from our September 10 meeting were sent out for committee review a couple of weeks ago. Ricky asked to approve the minutes. Ricky said with no suggested changes, the minutes are considered approved. Members agreed.

4. Discuss Updated Annual Safety Goals for 2021-2022

Ricky said that the Annual Safety Goals were [updated](#) for 2021-2022 at our August 20 meeting. He said we have an update on the goal for CPR/AED/First Aid training but Meagan is not present to give it. He asked for an update from Lisa.

- Lisa said a group of SVCTE staff members got certified with CPR training last summer and the District is working on setting up training for next summer. They will invite all who are interested to participate.
 - Staff members who are CPR certified are indicated on the Incident Command System chart as well as the emergency pocket cards that the District's emergency contacts receive. Kim will be updating those cards once she collects emergency contact information from all new administrators and staff listed as District emergency contacts.
- Lisa added that per Ed Code we are going to be required to keep EpiPens onsite and to find volunteers to get training on administering EpiPens. Ed Code also states that we ask for volunteers to train for and administer emergency naloxone hydrochloride (narcon) or another opioid antagonist and emergency antiseizure medication but it is not required like EpiPens.

5. Upcoming Earthquake Drill on Great ShakeOut Day October 21, 2021

Ricky reminded everyone that there is an upcoming Earthquake Drill scheduled for October 21, 2021, the California Great ShakeOut Day. Ricky skimmed through the general evacuation procedures that were given to everyone. He said plans for the drill will be discussed in the Emergency Response Teams meeting that follows this meeting today.

Dorothy said a reminder should be sent out to all staff and asked who is going to send it.

- ACTION ITEM: Lisa said she can send out the drill reminder.
- ACTION ITEM: Lisa also asked everyone to remind staff not to pre-evacuate prior to the drill.

- Lisa said that the purpose of the practice is to get prepared for emergencies and no one should evacuate prior to the drill's start.

Lisa said we can discuss radio channel assignments and other emergency related questions at the Emergency Response Teams meeting that follows this meeting and Thomas should join if he can.

- Thomas said he won't be free to join the Emergency Response Teams meeting after this meeting but he is interested in joining a future meeting.

6. Update on Safety Inspections

Lisa reported that the second safety inspection walk through had to be rescheduled because they couldn't complete the rounds. An update will be provided when that is completed.

7. Update on Air Quality Safety Plan/Training

Ricky said Meagan should have information on an Air Quality Safety Plan for our next meeting because she attended a meeting at SCCOE on the topic.

8. Update on Fire Alarm Testing

Kim reported that the entire fire alarm system throughout campus was inspected as required. She said we had to interrupt the testing of the audibles due to noise complaints received. Testing of the audibles recommenced later that evening after staff left so that we could still meet deadline to have it all completed during Fall Break, before teachers and students returned. She said we should be receiving the full report in the near future.

9. Reporting Incidents and Completing Incident Report Form

Ricky reminded members that the Incident Report Form was updated as announced at the last meeting. He said Kim will get the updated form posted online soon to replace the old one.

10. Incident Reports received for September

Ricky said there was a report of a finger pinched on a ladder. He said the parent was notified and student received first aid treatment.

Ricky reported there was a fire alarm trip on September 17 around 4:00pm where buildings 100, 200 and 700 all had troubles that triggered the alarm. He found out that these zones were in trouble for a while and staff in the front office were silencing and bypassing the troubles alarms without notifying M&O. A staff member advised Ricky that it was common practice for them to do that, and said this in front of the fire chief who responded to the alarm that day.

- Corrective action taken: M&O had a bad booster panel replaced. M&O replaced a bad smoke detector. Ricky spoke with office staff at SVCTE and notified them that they should never silence and disregard trouble signals at the fire alarm panel without notifying M&O as those are issues that need to be looked into and resolved.

Kim reported that there have been lots of graffiti and vandalism activities in the restrooms at SVCTE. Reports have not been completed on these but pictures have been taken and emails about the incidents were sent to SVCTE administration to notify them of the issue. Kim believes Nick works with the high school administrators and the City's Gang Task Force, reporting these incidents to them as well.

- Bob commented that he's heard the vandalisms were TikTok challenges and that the latest challenge is called "Slap a teacher".
- Lisa said we understand these behaviors are due to the lack of socialism with lockdown in place but we should not dismiss, ignore or tolerate it.

11. StopIT Anonymous Reports received for September

Lisa reported that no reports were received for the month of September.

12. Open Business

Lisa reported that the action item to fill Thomas's red backpack was completed.

13. Next Meeting

Our next meeting is scheduled for Friday, November 5, 2021.

14. Adjourn

With no further business to discuss, the meeting was adjourned by Ricky at 10:35 AM.