



SAFETY/SECURITY COMMITTEE MEETING MINUTES

August 24, 2023 1:30PM

Online via WebEx

Members Present: *Matt Carver, Kristie Bridges, Belinda Evans, Barbara Sanders, Mary Page Nemcik, Rebecca Scopa Kelso, and David Meadows*

Members Absent: *Steve Obermeyer, and Donette Mizia*

PROCEEDINGS

Meeting called to order at 1:30pm by Matt Carver, Safety Coordinator.

Last meeting (April 13, 2023) minutes were approved.

ITEM 1. NEW BUSINESS-August 24, 2023

New Committee Members

Matt introduced David Meadows as the new VP for Finance and Facilities taking over for Larry Ware. Kristie Bridges noted Dovenia Ponnath will be taking over for Talal El-Hefnawy. Welcome new members. David asked members to introduce themselves.

RCBC

Mary Page reported to the committee that RCBC had their annual Fire Marshal inspection with no deficiencies. She also thanked the electrical crew for getting the new radiology equipment and new pole put in place in such a timely fashion.

Fire Extinguisher

Matt reported to the committee that the annual fire extinguisher testing was almost complete. The company will be on campus next week to complete the hydro tests.

Maintenance Manual

Matt met with Leslie and Encova Insurance regarding updates to the manual. Encova Insurance wanted to add information about PPE. Leslie and Larry met to review the additions and approved them. The next step is for the committee to review and give the final approval. When all approvals are complete Matt will send to IT for uploading to the website.

Emergency Response Manual

Matt will send out a PDF of the manual to the committee for review. Matt updated David on the review to final approval process.

Safety Skills

Matt updated the committee on safety skills training through KPA for required courses. He will assign the Maintenance and Custodial departments training courses to complete in one year based on their job description. Kristie inquired about the training spaces and Matt answered with computer access locations.

Committee Information

David inquired about how often the committee met and if there was a charter. Matt explained the details regarding the committee and its role.

Blood Bourne Pathogen Manual

The committee discussed the manual and its need for review. Matt will email the committee a copy of corrections along with the original for comparison. The committee will have 2 weeks to review and then a special meeting will be called to discuss revisions and vote on the corrected manual.

ITEM 2. OLD BUSINESS- April 13, 2022

Radiology equipment-RCBC

Matt notified the committee that the old equipment has been shipped out to its final destination. Mary Page

Stairs on campus

Barbara discussed the safety issues regarding the absence of steps between the Library and the Science Building. Matt will send David all information that he sent to Larry in the past on this issue. David asked Matt to meet with him to get a visual inspection of the area.

Shooter training

Matt explained to the committee his findings regarding the active shooter training and answered the committee's questions on cost and what/who was involved. Jeffrey Shawver has taken the lead in setting up training. Matt will share with the committee any new information he receives.

Parking lot light pole

Matt notified the committee that the light pole has been replaced.

BRIM Audit

Matt gave a report of the BRIM audit. His summary included no major concerns and he will send David a copy of the official report. David will check with BRIM on compliance of sharing the report with the committee.

The meeting was adjourned.

Respectfully submitted,

Jill Trent