



## **SAFETY/SECURITY COMMITTEE MEETING MINUTES**

June 12, 2019 10:00AM  
2<sup>nd</sup> Floor Quad Conference Room A231

Members Present: *Matt Carver, Millie Mattox, Barbara Sanders, Jandy Hanna, Larry Ware, Steve Obermeyer, and Brittany Ratliff*

Members Absent: *Bobbi Morgan, and Donette Mizia*

### **PROCEEDINGS**

Meeting called to order at 10:00am by Matt Carver, Safety Coordinator.  
Last meeting (February 4, 2019) minutes were approved.

### **ITEM 1. NEW BUSINESS-June 12, 2019**

#### *New Committee Member*

The committee welcomed Bobby Morgan's designee Kevin McCraw.

#### *Science Building Manuals*

Jandy notified the committee that updates were needed to different manuals pertaining to the Science Building information. Matt will discuss with Marketing on getting the Safety web page updated.

#### *Series 54*

Larry submitted the required manuals, trainings, meeting information and BRIM insurance information.

#### *BRIM inspection*

Matt updated the committee of the campus safety checks that AON inspected.

#### *Active Shooter Training*

Matt notified the committee of an upcoming active shooter training. Brittany would like to have training with Robert C. Byrd employees.

#### *Fire Drill*

Matt has ordered new vests and radios for fire drill point personnel. Matt will get with Brittany on fire drills, chemical drills, etc.

### **ITEM 2. OLD BUSINESS- February 7, 2019**

#### *Safety Committee Charter*

The charter was voted and approved by the committee. The committee added Peter Ward (Faculty Council Chairperson) and Belinda Evans (Student Affairs Representative) or their designee to the charter members.

#### *Fire Extinguishers*

Matt notified the committee of the annual fire extinguisher inspection. Steve Obermeyer will check fire extinguishers at RCBC.

The meeting was adjourned.  
Respectfully submitted,

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Jill Trent