



**ADOPTED MINUTES**  
**Facilities & Environmental, Health and Safety Committee**

**Thursday, October 25, 2018**  
**Location: Administration Board Room**  
**Time: 2:40 p.m.**

**PRESENT MEMBERS:**

Carlos Fletes, Campus Safety & Parking Control Rep., Chair  
Steve Holt – Allied Health Representative  
Rick Webster, CMCA Representative and Vice Chair  
Sophia Saldaña, ASG Representative  
Myriam Fletes, Faculty Representative  
Victor C. Torres, Administrative Representative  
Cristal Mora, Faculty Representative

**Recording Secretary:**

Campus Safety & Parking Control Department

**NOT PRESENT:**

Carol Cortés-Ramirez, Classified Representative - *Excused*  
Becky Green, CFCS Representative  
Bill Gay, Public Relations Representative

**VISITORS:** Deedee Garcia, *Vice President for Administrative Services*  
David Zielinski, *Dean Arts, Letters and Learning Services*  
Jeff Enz, *Chief Technology Officer*  
Jessica Waddell, *Administrative Secretary, Health and Public Safety*

**I. CALL TO ORDER**

Chair Fletes called the regularly scheduled meeting of the Imperial Valley College Facilities & Environmental, Health and Safety Committee to order at 2:42 p.m.

**II. APPROVAL OF AGENDA**

*M/S/C Holt/Saldaña to approve the agenda as submitted.*

**APPROVAL OF MINUTES**

*M/S/C Saldaña/Holt to approve the minutes from the September 27, 2018 meeting as submitted.*

**III. PUBLIC COMMENTS – None**

**IV. NEW BUSINESS**

**a. First Responder Symbols (3200) – Dr. Robert Price**

Administrative Secretary Jessica Waddell and Member Cristal Mora spoke on behalf of Dr. Robert Price. A proposal is being submitted to install Fire, EMS and POST symbols in the main entrance to the 3200 building. This building houses all the simulators for these programs. These symbols will help give a sense of camaraderie among the students in these programs. Funding has already been secured to purchase and install the symbols. The committee did not find any issues against installing the symbols.

*M/S/C Webster/Holt to approve the proposal to install three symbols for Fire, EMS and POST in the main entrance to the 3200 Building as submitted.*

**b. Surveillance Cameras – Sophia Saldaña**

ASG Representative Saldaña stated that a Student lost her purse in the parking lot near where a surveillance camera is located. When the Student went to the Parking Control Office to see the video, she was told that the camera was not working at the time. The Student was upset that the camera was not working. Member Saldaña asked what is being done to maintain the cameras in good working order? Chair Fletes stated that Triad Consulting recently completed an assessment of the entire surveillance camera system. A decision is currently pending as to what the next step is. The committee discussed the importance of having all surveillance cameras in good working condition.

**c. All Gender Restrooms – Carlos Fletes/Rick Webster**

Chair Fletes stated that a member of the IVC faculty/staff submitted a picture taken of the restroom doors in the faculty/staff lounge of the 2700 building. The restrooms in this area are now “All Gender” restrooms. This picture showed that someone had taped a computer generated drawing of a “Man” in one restroom and a “Woman” in the other restroom. It appears that someone did not agree with the new “All Gender” sign that was recently installed. The committee was reminded that a new law went into effect back on March 1, 2017 that states that in a public entity, all single-user restrooms must be identified as an “All Gender” toilet facility. The other requirement is that the door can be locked. Vice Chair Webster stated that at IVC there are a total of approximately 20 restrooms where the signs have been changed to “All Gender”, either by placing a drawing of a “Man” and a “Woman” or by a sign that reads “All Gender”. Signs in the 400, 2700, 3100 and 3200 buildings took longer to install because the signs had to conform with the rest of the signs in the building.

Vice Chair Webster also stated that his department is in the process of changing the showers in the 3200 building to All Gender. The reason being that inside the shower facility there is a single-user restroom. Another reason this building was picked is that if someone does not want to use the shower facility in the 3200 building, they can use the shower facility in the 3100 building, which is right next to the 3200 building.

The committee discussed both issues and it was suggested that an Alluser and an Allstudent emails are sent out to remind the campus community of this change in the law.

**d. The Great California ShakeOut Post Drill discussion – Carlos Fletes**

Chair Fletes stated that the Great California ShakeOut Earthquake drill was executed as originally planned. It took place on October 18, 2019 at 10:18 a.m. IVC decided to participate in this drill by doing an evacuation as well as by practicing the “Drop, Cover and Hold-On” earthquake drill as suggested by the ShakeOut. The drill lasted 10 minutes from the time the fire alarm went off to when the “all clear” was given.

The committee discussed that while the fire alarm was used to alert the campus community of the drill, it would not be used in the event of an actual earthquake or in other drills such as a bomb threat or active shooter. VP Garcia stated that mass information systems are used to communicate these types of emergencies. Currently the college does not have such system. CTO Enz stated that the ShoreTel Phone system could be used since there is a phone in every classroom and office on campus. In the past, there has been a problem when using this system since the phones have had the volume turned down in the classrooms. The committee also discussed the use of the Regroup system to send a message to the campus community depending on the type of emergency.

Vice Chair Webster and Member Torres mentioned that some students were heading to the parking lot or hanging out outside the buildings and not going to their designated evacuation

zones. VP Garcia mentioned that she visited the buildings assigned to her prior to the drill to make sure that they knew where they needed to go. She stated that worked very well.

Vice Chair Webster mentioned that he was happy to report that all fire alarms were all working on campus during the drill. The alarms are loud and can be heard in most places but not inside some buildings such as the 200 buildings. In the new building such as 2700, 3100 and 3200 and the remodeled buildings such as the 400 and 900 buildings, the fire alarm has been upgraded to have a speaker and strobe light inside the buildings. CTO Enz stated that the blue emergency poles do a pretty good job in alerting the campus community in the event on an emergency. They have loud sirens and pre-recorded messages. Other appropriate messages may need to be recorded for future use.

The committee agreed that overall the drill went well and that it was well organized. All the required information was distributed to the campus community and reminders were sent at the appropriate times.

**e. Parking lot aisles signage (STOP) – Carlos Fletes**

Chair Fletes stated that Professor Cozzani brought up a concern that some vehicles are not stopping or yielding for traffic as they merge with the streets on the north parking lots. It was suggested that stop signs are painted on the asphalt at the end of every isle. VP Garcia questioned whether a painted stop sign on the asphalt would be enforceable if it is not accompanied by a stop sign on a post? Vice Chair Webster commented that a painted sign stop would not stop drivers. He also stated that a painted stop sign could be more of a liability than a deterrent.

The committee also discussed that it is not common to have stop signs at the end of every isle in parking lots.

Chair Fletes will obtain more information regarding the enforceability of painted stop signs on the asphalt.

**V. UNFINISHED BUSINESS**

**a. Use of Handicapped Parking spaces near “Relo-Row” – Melody Chronister**

VP Garcia mentioned that the agreement with ICOE does not address parking. This agreement is old and needs to be renegotiated. Vice Chair Webster mentioned that ICOE wants to bring a third van on campus and is waiting for the college’s permission. Currently two ICOE vans are using the two handicap spaces closest to Relo-Row. These handicap spaces do not meet the specifications. VP Garcia stated that no additional spaces will be created until a new agreement is reached with ICOE.

**b. Imperial County Schools Safety Consortium – Imperial County Threat Protocols Meeting, October 16, 2018**

Chair Fletes attended the meeting of October 16, 2018. He stated that the Imperial County Threat Protocols primarily applied to K-12 schools. The mandates for K-12 schools are different than for higher education. IVC was the only higher education institution represented at that meeting.

**c. The Great California ShakeOut (Earthquake Drill) Oct. 18, 2018, 10:18 a.m.**

Chair Fletes stated that the Earthquake drill was executed as planned and was discussed as new business during the meeting.

**d. Additional Reserved Parking Spaces next to the 3200 building – Dr. Robert Price**

Administrative Secretary Jessica Waddell suggested that some of the reserve parking that is closer to the 2700 be moved closer to the 3200 building. Both reserve parking areas are in Parking Lot H. We will try to make a recommendation at the November 29, 2018 meeting when a parking lot space availability study is discussed.

**e. Classroom Project for 3100 Building – Frank Miranda**

Professor Miranda was not present.

**f. AP 6620 Naming of Buildings – Discussion item**

Chair Fletes presented a draft of AP6620. This draft was put together by taking some of the existing AP6620 language and modifying it with language from AP6620 Victor Valley College provided by VP Garcia. Chair Fletes along with Member Torres and Dean Zielinski will work on this and make a recommendation to the committee on November 29, 2018.

**g. AP 6700 Civic Center and Other Facilities Use – Discussion item**

Pending.

**h. Committee Goals for 2018-2019**

**1. Comprehensive Preparedness Training/Exercise – Update on Emergency Procedures**

Executed The Great California ShakeOut Evacuation Drill on October 18, 2018 at 10:18 a.m.

**2. Safety Needs Assessment – Update on Safety Assessment Walk**

Vice Chair Webster stated that most of the items contained in the outside safety walk have been addressed.

**3. First Aid & CPR/AED Training for Faculty & Staff**

10 employees were CPR/AED trained/certified on October 3, 2018

33 employees were AED trained on August 29, 2018

**VI. ANNOUNCEMENTS**

- Due to the Thanksgiving holiday, the next month's meeting is being moved to Thursday November 29, 2018

**VII. ADJOURNMENT:** *The meeting was adjourned at 3:49 p.m.*

***Next Meeting: Thursday, November 29, 2018***  
***@ 2:40 p.m. in the Administration Board Room.***

# IV PUBLIC HEALTH AND SAFETY



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