

Executive Safety Committee (ESC) | MINUTES

March 28, 2018 | 10:00 – 11:30 am | Sacramento Hall, Room 161

ATTENDANCE

Burwell, Karyl - *Student Affairs Administration*
Colley-Monk, Susan – *Risk Management*
Fowler, Chris, - *CSU Legal Counsel*
Hammersley, Lisa – *College of Natural Sciences and Mathematics*
Hendricks, Mark- *IRT Security Officer*
Johnson, Lisa – *Clinic Operations*
Lee, Damian F – *Sacramento State Police Department*
Leland, Steve – *Environmental Health and Safety*
Lucas, Tony – *University Transportation and Parking*
Robertson, Pamela L - *Student Health & Counseling Services, Clinic*
Rosenblum, Gary R – *Risk Management Services*

NOT IN ATTENDANCE

Baker, Martinique M - *Peer and Academic Resource Center*
Carroll, Tom - *Student Organizations & Leadership*
Cholula, Chela - *Human Resources*
Haresco, Jet Corpus – *Associated Students, Inc. Board of Directors*
Harrington, Kim -*Human Resources **
Iwasa, Mark M – *Sacramento State Police Department*
Ockey, Daryn – *Facilities Management*
Perez, Steve - *College of Business Administration*
Reginato, Justin M – *Facilities Management*
Seibles, Adell – *Workers' Compensation*
Stewart-James, Joy – *Student Health & Counseling Services*
Wehr, Kevin- *Sociology Department **
** Labor representative*

CALL TO ORDER: 10:05 am by Gary Rosenblum, Chair

MINUTES

To start, the question was asked if it was necessary to have a quorum and if so, what constitutes a quorum? Chris Fowler, CSU Counsel, explained that a quorum is not necessary since ESC is a committee and not a board.

It was suggested that the minutes be in summary form to include a list of action items.

The question was presented to the committee to address fair representation on the committee. It was suggested that the meeting notes be sent to the proper campus safety committee representatives and ask that they attend or identify a delegate to attend the ESC meetings.

It was agreed upon that the edited “Function and Charge” (Attachment 1) document and the “Meeting Format and Structure” (Attachment 2) document move forward as edited with the exception of some formatting and the removal of (identify a voting quorum) as stated in Attachment 2, #2.

It was agreed upon that the ESC meeting would remain once a month during the academic year (Sept/Oct/Nov and Feb/March/April) and the suggested meeting in January would conflict with winter break and/or the start of the semester.

The question was raised, should the ESC formalize membership to the Department, Unit etc., or per person? The ESC needs to have a formalized list. Possibly with term of service to help with attendance.

ESC can pull representatives from current (and future) campus safety committees.

Attachment 1 & 2 to include a draft of membership.

OPEN FORUM

Bike-Sharing Program

Tony Lucas (UTAPS) reported that, UTAPS, CSUS are partnering with Sacramento Area Council of Governments (SACOG) and signed an agreement with Social Bikes, a bike-sharing program. The plan is to install 4 bike docking stations on campus to reside at the Residence Hall, the Union, The Well and Parking Structure 5. Each station will host 10 bikes. The bikes can be checked out by joining a membership via a phone app. This will allow users to ride the bike to different areas throughout Sacramento to include the 65th Street Light Rail station, Downtown and other locations. The bikes are equipped with a GPS system so that at the end of the night Social Bikes can rebalance the docking stations. Sacramento State will not be liable for loss or injury from the use. It was suggested that the app include a message to include “always wear a helmet” and a reminder of the campus’ no-ride areas. Students and faculty will be offered a low membership fee and per minute usage fee.

UTAPS has a campaign that they roll out in May for Bike Month and reminds students (there are 6,000-8,000 new students per semester) of the no-ride zones on campus. Campus Police and CSOs also pass out fliers regarding the no-bike and skateboard zones. PEAK Adventures, offers a bike safety class once a semester.

Automated External Defibrillator (AEDs)

The subject of Automated External Defibrillator (AEDs) was brought to the ESC’s attention with several suggestions concerning locations, usage and uniformity. It was suggested that a map of AED locations be made available (to Sac State’s Dispatch) and online as well as instructions on how to use them. Possibly form a subcommittee to look into this. It was stated that the machine would walk you through the steps on how to use the AED.

All Police vehicles, The Well, The Union and certain Facilities shops have AED’s and key personnel have been trained to use them. This is part of the First Aid class curriculum). Online mapping of the AEDs could also help Sacramento State’s 911 dispatcher direct caller to nearest AED.

The campus Blue Light Call Box can be outfitted with an AED for about \$10,000 each, the question was brought up as to how they can be secured.

It was suggested that EH&S create a survey to locate all AEDs on campus, what the manufacture is, and to survey the campus community as to where AEDs should be located.

As the AEDs age and need replacing, should there be a cooperation with Procurement to recommend a standardized AED so that we can get a quantity discount and be able to purchase replacement parts for all?

Chemical Hygiene Plan (CHP)

Steve Leland (EHS) was asked to create a plan on how to review the CHP and report to the ESC annually in September.

Safety Committees on Campus

We are encouraging all of campus to create a safety committee by department and subject matter specific to them in which they would report to the ESC as needed using guidelines from OSHA and other sources. A draft letter of encouragement (not mandated) will be presented at the next meeting. Risk Management Services will work with them to develop a committee. A self-risk assessment list should be created to encourage a safety committee to be formed. Faculty and Staff should make up the safety committee. Maybe they can meet per semester rather than monthly. If a safety issue needs vetting, it can be brought to the ESC.

Pedestrian Safety by Construction

Students walking in bike lane by construction site of Science II is prohibited but it still happens and can be a huge safety issue. Construction fence (K rail) has been placed as far off the street as it can be. Signs have been put in place to warn pedestrians not to walk in the bike lanes but they are being ignored. It was suggested to put a sidewalk across the street (levee side) but there are issues with construction on a levy. Pedestrians walking under the Guy West Bridge over pass, is especially dangerous. Other suggestions were to have a CSO posted at the end of the sidewalk instructing pedestrians not to walk in the street. However, CSOs do not have any authority to stop people from doing anything. It was also suggested that the lines in the street be repainted because they are fading and are difficult to see at times. It was also suggest to add temporary speed bumps and reduce the speed limit through the construction area. Another suggestion was to add flexible delineators at the edge of bike lane.

There will be a sidewalk in place by Science II after construction.

It was suggested to work with construction planning committee to consider a walkway. Also, to talk to Tania Nunez to see with the construction will be completed. Would it be possible to remove the K rail prior to completion of Science II. Can an email be sent out to ALL of campus reminding them not to walk in the street/bike lanes?

Suggested Agenda Items

Committee Participation List

ADJOURNED: 11:22 am