

# Executive Safety Committee (ESC) MINUTES

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Tuesday February 18, 2019 | 11:00am – 12:00 pm | Sacramento Hall, Room 161

## ATTENDANCE AND MEMBERSHIP LISTED AT END

**Note: If you no longer wish to be on the membership list, please contact Nayeli Gonzalez, [n.parra@csus.edu](mailto:n.parra@csus.edu), (916) 278-6119.**

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CALL TO ORDER: 11:04 am by Gary Rosenblum, Chair

## INTRODUCTIONS OF COMMITTEE ATTENDEES

Gary asked all to introduce themselves. This the first meeting for the semester, the next ESC meeting will take place on March 17, 2020 at 11am in Sacramento Hall, Room 161.

MINUTES APPROVAL: November 19, 2019: ESC Minutes – Approved

## OPEN FORUM

### **Tree Trimming**

In response to a question about tree injury risk, Erik S. presented to ESC that Facilities Management works with a number of different vendors to trim trees. He added that an ongoing maintenance program (West Coast Arborist-WCA) manages the risk of injury or damage from falling tree branches. He presented the WCA online tree inventory and the risk associated with each tree. He is hoping to address the trees that are classified as *High Maintenance Requirement* to avoid any future hazards. Erik S. also shared with the committee that they are planning to plant over 250 trees in March and is looking for volunteers.

### **Emergency Management Plan**

Scott C. shared with the committee the required list of FEMA trainings that the EOC appointees need to take. He shared that those appointed to the EOC should have received a signed letter from the president. Scott C. also requested that those appointees send him certification of completion. Daryn O. asked about expiration dates, Scott C. shared that there is no expiration date, however, those who were appointed needed to complete the training within 6 months of the letter. Nicole F. asked who could take the training; Scott C. shared that anyone can take the training, as all state workers could be called in to serve in some way, not necessarily in the EOC. Those who are interested in training would need to go through FEMA <http://www.training.fema.gov/is> and register.

### **School Bus Safety Update**

The planetarium is generating many school bus visits to the campus. Gary R. mentioned that traffic engineers will be coming to campus to see if they can design a school bus drop-off location adjacent to Tshannen on State University Drive to avoid traffic hazards. Gary R. shared with the committee that this plan would not interfere with the bike line, as they are hoping to expand that specific location and still have a two way traffic road.

Tony L. shared that there is already a campus wide study of locations where buses can load and unload passengers. He shared that Callery Pear Way and Bay Laurel Way are current locations where buses are to load and unload. He added that the plan to have one adjacent to the Broad House is moving forward. This location would be ADA accessible.

### **Active Shooter Information Update**

Gary R. shared that campus will be bringing an expert consulting group to create a tabletop exercise for an active shooter. The consultant will develop realistic scenarios which would be appropriate to our participants and location. The scenario will examine the strength of our Emergency Operations Plan and receive feedback and insight. This is in the early stages; Risk Management plans to conduct the tabletop exercise during the summer.

### **Driving without a license Update**

Susan C-M. followed up from last meeting with a short report. She shared that all drivers require a valid driver's license to drive on University Business, even if its only golf carts. Those who possess an expired or suspended license are not allowed to drive on behalf of the campus.

Gary R. asked Daryn O. about the new GEM golf carts. Daryn O. shared that the GEM golf carts are better than trucks.

Janie M. shared that golf cart safe driving training will expire every 4rth year.

Matt M. asked if there is a way to reduce the speed limit towards Folsom Blvd. He shared that students are often driving fast in that area. Gary R. mentioned he would talk to the city, as this was not Sac State's jurisdiction.

### **Covid-19**

Gary R. shared that at the moment, no one connected to the campus has the corona virus (Covid-19). He shared that the campus is in regular contact with the Department of Public Health (DPH) who would share if there are any reported illnesses. He shared that a faculty was in China during the outbreak and that the individual self-quarantined and will be tested by health officials prior to returning to campus.

### **Chemical Procedure**

Gary R. reported on the new chemical purchase procedure that is in place. He shared that those who purchase chemicals will now need to get approval from Environmental Health & Safety (EHS). He shared that once approved; one will not need to resubmit. Gary R. shared that if one purchases chemicals without approval, Procurement and Contract Services will audit and flag the purchase.

Steve L. shared that the Chancellors office posted their EHS audit on their website. The chancellor's recommendation included employee training, record keeping, in addition to having a chemical purchase procedure.

Matt M. shared that Procurement has a list of chemicals that are not allowed on campus.

Those who purchase chemicals can get the new procedure form Tyler Harris, the campus Chemical Hygiene Officer (CHO) for approval.

### **Sharp Containers- Approval of Study**

Janie M. reported a review to assess whether to install devices on the first floor of each building to dispose of syringes. She shared that this will help prevent any spread of bio-hazard, and more specifically help custodians. She also shared that the cost for each containers is \$40.00, and to replace is \$10.00. She mentioned that EHS will handle the disposal. Nicole F. asked if stickers, such as those found near AED's can be added near those containers. Janie M. shared that this is a possibility. The committee approved the plan to assess the cost and benefit.

Janie M. also shared that she is having another bleeding control training, that details will be available on LearnerWeb.

### **Additional Training Class**

Steve L. shared that there will be a Lab Response Training and that IST could attend training. Further information will be available soon.

**Adjourned: 12:05pm**

**Reconvene in March**

### **IN ATTENDANCE**

Brittany Anderson-Steele, College of Natural Sciences and Mathematics  
Karyl Burwell, Student Affairs Administration  
Mackenzie Martin on behalf of Chela Cholula, Human Resources  
Coleton Matics, ASI Director of Health and Human Service  
William DeGraffenreid, Academic Affairs  
Steve Leland, Environmental Health, and Safety  
Matthew Mason, Transportation Maintenance, Teamsters\*  
Daryn Ockey, Facilities Management  
Scott Christian, Police Department  
Erik Skall, Grounds Management  
Roy Dixon, College of Natural Sciences and Mathematics  
Michael Keenan, ESC Computing Services  
Jennifer O'Neal-Watts, copy Right Specialist, CSUEU\*  
Susan Colley-Monk, Risk Management Services  
Janie Mutchler, Environmental Health and Safety  
Nancy Griggs, College of Continuing Education  
Laura Swartzen, Confidential Advocate

Mark Iwasa, Chief of Police

Shannon Datwyler, College of Natural Sciences and Mathematics

Tony Lucas, University Transportation and Parking

Nicole Fox, Division of Criminal Justice

Michael Major, Fire Safety Unit

\*Labor representative