

**FCCJ SAFETY AND SECURITY PROCESS TEAM (SSPT)
January 18, 2007 Meeting Minutes**

Attendees:	Jo Vosefski, Process Owner Patty Adeeb, Deerwood Steve Park, DAS – North Capt. Davidson, South Capt. Allender, Downtown Michael Pindell, Safety Marc Pica, Kent	Cathy Horn, DAS – South Lynn Mobley, DAS – Downtown Cay Gasque, DAS – Kent Capt. Short, North Sgt. William, Deerwood John McCarthy, Safety Richard Dowling, South
Cc:	Chuck Stratmann, Facilities Larry Snell, Purchasing Willie Jacobs, North Jack Brede, Facilities Ray McEwen, Downtown	Steve Bowers, V.P. Admin. & Business Services Fred Culvyhouse, DAS – Open Campus J.B. Renninger, Cecil Field Randy Harden, Nassau Janis Cooper, Resource
Guests:	Geng Liu Betsy Scott	Officer Hout

Discussion

Ms. Vosefski welcomed members to the January 18, 2007 Safety and Security Process Team (SSPT) meeting. Attachments provided to SSPT members at the January 18, 2007 meeting were:

- ∞ (#A) Parking Lot Safety Project
 - ∞ (#A1) Estimate for Cameras
 - ∞ (#B) Copy of November 16, 2006 SSPT meeting minutes
 - ∞ (#C) Copy of Safety and Security Process Team Subcommittees
 - ∞ (#D) Email from Stephanie Scott, RE: Security Guard Class
 - ∞ (#E) Email from Captain Davidson, RE: IMC Meeting
- A. Ms. Vosefski distributed copies of the November 16, 2006 SSPT meeting minutes. The minutes were reviewed and approved with a minor revision.
- B. Ms. Vosefski introduced Mr. Geng Liu. Mr. Liu stated that the scope of the parking lot project included exterior lighting, security cameras, code blue alarms poles, paving and sidewalk, striping, signage, concealment and ADA deficiency. The purpose of this project started from energy efficiency. Mr. Liu stated that he needed our input to help make this project happen. Mr. Liu advised that the way we approach this project is through CPTED – Crime Prevention Through Environmental Design and it has 4 principles 1) by see and be seen, 2) natural access control – to clearly guide people and vehicles to and from the proper entrance, 3) territorial reinforcement – utilizing physical designs such as pavement treatment, landscaping and signage that users of the area can develop a sense of proprietorship. Potential trespassers perceive this control and are thereby discouraged and 4) maintenance – broken window theory and team work – The elements of plan will generate funding for each

campus/center contingent upon each campus's inputs. Ms. Gasque asked Mr. Liu what was the next step in the plan. Mr. Liu stated that the next step is to collect data then get funds from the College to proceed with the plan. Ms. Gasque wanted to know what we are going to do next and how fast we are going to do it. Ms. Gasque stated that we needed to get our plan together next and then ask for fund. Mr. Liu stated that each campus will be given a copy their campus site plan and the electrician need to locate every electrical pole. Ms. Gasque asked what the timeline for this information was. Ms. Horn replied two weeks, which is February 1st. Mr. Liu stated that he would put the information in AutoCad and give the drawings to the manufacturer representative and he will use the height of the poles, the wattage of the poles and the representative will give Mr. Liu an estimate to upgrade our lighting and meet code. Ms. Gasque would like to make the following suggestion, that we put the Parking Lot Safety Project back on number 1 – Exterior lighting for parking lot. Mr. Park stated that at the Facilities Process Team meeting Mr. Stratmann want the lighting, cameras and blue light together. Ms. Gasque stated that the other information can be handled separately. Mr. Liu will send an email for the information he will need. Security and Maintenance on each campus will meet and provide Mr. Liu with their information. Ms. Vosefski stated that attachment A-1 was provided by Mr. Marc Pica and Mr. Pica stated that these are the cameras being used at Deerwood and Cecil Field. Ms. Gasque advised that the IT department at Deerwood is handling the cameras and this is what they recommended for Cecil Field. The price only includes the license and installation.

Action: Jo Vosefski

Due Date: April 19, 2007

C. Safety & Security Process Team Reorganization/Streamlining. Deferred until April 19, 2007.

Action: Jo Vosefski

Due Date: April 19, 2007

D. Update on Bloodborne Pathogen Road Rule, APM and Desktop Procedure. Deferred until April 19, 2007.

Action: Jo Vosefski

Due Date: April 19, 2007

E. Update on the College wide Disaster Preparedness Plan. Deferred until April 19, 2007.

Action: Jo Vosefski

Due Date: April 19, 2007

F. Florida Community College Purchasing Agents RFP for Disaster Recovery. Deferred until April 19, 2007.

Action: Vosefski/Snell

Due Date: April 19, 2007

G. Update on Revision of Fleet Safety APM 06-1005. Deferred until April 19, 2007.

Action: Jo Vosefski

Due Date: April 19, 2007

H. Ms. Vosefski asked the committee to look at the memo (attachment D). Ms. Vosefski stated that Sgt. Cooper and Mr. Peacock were not willing to work at the current adjunct pay level. Ms. Vosefski stated that she and Mr. Snell would be meeting with Mr. Bowers on Monday, January 22nd to discuss this issue. Ms. Vosefski stated that they are working on other options before they meet with Mr. Bowers. Ms. Vosefski stated that she had requested that each campus provide her with a list of all officers that needed the initial training and she had not received this information. Ms. Vosefski stated that the Review Security Desktop Procedures subcommittee is looking at how much of the training really have to be done by certified people. Capt. Davidson stated that there may be other agencies with certified FDLE certified defensive tactics trainers who may work for law enforcement. Ms. Vosefski will update the committee after she and Mr. Snell meet with Mr. Bowers on Monday via email.

Action: Jo Vosefski

Due Date: April 19, 2007

I. Bullet Proof Vests. Deferred until April 19, 2007.

Action: Jo Vosefski

Due Date: April 19, 2007

J-1 College wide Communication Devices. Deferred until April 19, 2007.

Action: Captain Allender

Due Date: April 19, 2007

J-2 IMC/Security Captains. Deferred until April 19, 2007.

Action: Captain Davidson

Due Date: April 19, 2007

J-3 Safety Desktop Procedure and Training Requirements. Deferred until April 19, 2007.

Action: Pindell/McCarthy

Due Date: April 19, 2007

J-4 Security Technological Enhancements. Deferred until April 19, 2007.

Action: Fred Culvyhouse

Due Date: April 19, 2007

J-5 Jeanne Clery Review and Compliance. Deferred until April 19, 2007.

Action: Captain Davidson

Due Date: April 19, 2007

J-6 Security Desktop Procedures and Training Requirements. Deferred until April 19, 2007.

Action: Captain Short

Due Date: April 19, 2007