

**FCCJ SAFETY AND SECURITY PROCESS TEAM (SSPT)
February 17, 2005 Meeting Minutes**

Attendees: Jo Vosefski, Process Owner J.B. Renninger, Cecil Field
Cay Gasque, DAS – Kent Steve Park, DAS – North
Lynn Mobley, DAS – Downtown Cathy Horn, DAS – South
Patty Adeeb, Deerwood Fred Culvyhouse, DAS – Open Campus
Capt. Short, North Capt. Springs, Kent
Sgt. William, Deerwood Lou Herman, Deerwood
Michael Pindell John McCarthy
Randy Harden, Nassau Stephanie George, Guest

Cc: Chuck Stratmann, Facilities Steve Bowers, V.P. Admin. & Business Services
Larry Snell, Purchasing Capt. Davidson, South
Capt. Allender, Downtown Marc Pica, Kent
Jerry Saffell, Downtown Jack Brede, Facilities
Richard Dowling, South Janis Cooper, Resource

Discussion

Ms. Vosefski welcomed members to the February 17, 2005 Safety and Security Process Team (SSPT) meeting. Attachments provided to SSPT members at the February 17, 2005 meeting were:

- (#A) Copy of November 18, 2004 SSPT meeting minutes
- (#B) Copy of January 20, 2005 SSPT meeting minutes
- (#C) Vehicle Policy – Part I
- (#D) College Security APM Number 06-0901
- (#E) Section #601 – Use of Force Training

- A. Ms. Vosefski distributed copies of the November 18, 2004 SSPT meeting minutes. The minutes were reviewed and approved as written.
- B. Ms. Vosefski distributed copies of the January 20, 2005 SSPT meeting minutes. The minutes were reviewed and approved as written.
- C. Hazard material training. Deferred until March 24, 2005 meeting.

Action: Michael Pindell

Due Date: March 24, 2005

- D. Update on status of Bloodborne Pathogen Board Rule, APM and Desktop Procedure. Deferred until March 24, 2005 meeting.

Action: Jo Vosefski

Due Date: March 24, 2005

E. Update on the College wide Preparedness Plan. Deferred until March 24, 2005 meeting.

Action: Jo Vosefski

Due Date: March 24, 2005

F. Update on IT Disaster Recovery Plan and Business Continuity Plan. Deferred until March 24, 2005 meeting.

Action: Vosefski/Snell

Due Date: March 24, 2005

G. The SSPT team reviewed the revisions made by Ms. Vosefski and approved the Vehicle Policy as written. The team decided that everyone would use the same vendor to pull motor vehicle reports.

Completed Item

H. Revision of APM 06-1005. Fleet Safety. Deferred until March 24, 2005.

Action: Vosefski/Gasque

Due Date: March 24, 2005

I. Update on parking enforcement training for Security Officers. Deferred until March 24, 2005.

Action: Vosefski/Allender

Due Date: March 24, 2005

J. Weather radios. Deferred until March 24, 2005.

Action: Vosefski/Pindell

Due Date: March 24, 2005

K. Discussion of miscellaneous Safety Items. Deferred until March 24, 2005.

Action: Pindell/McCarthy

Due Date: March 24, 2005

L. IMC Cad System. Deferred until March 24, 2005.

Action: Larry Snell

Due Date: March 24, 2004

- M1. The classroom portion will start March 1st. Desktop procedures will be taught during the first week. We have 38 security officers with an A rating which means that they are physical fit for duty and we have 2 security officers that can be fit for duty but need rehabilitation. Ms. Vosefski stated that we had enough security officers for two (2) classes. Ms. George informed the team that PT will be held on Tuesdays and Thursdays of each week for two (2) hour and the rest will be classroom hours. Saturday will be for DT and PT and some Saturdays will incorporate classroom instruction. Physical assessment will begin on the 1st Saturday in March. Ms. George informed the team that the schedules that were emailed were drafts to review and to enlist team recommendations. The DT portion will be held in the mornings at 8:00 or at the end of the day at 5:00.
- M2. Ms. George passed out a draft of the CJC proposed physical conditioning program. This document will be reviewed at the February 24th and 25th meetings.
- M3. Desktop Procedures will be a part of the training manual. The DAS's, Captains, Ms. Vosefski, Mr. Snell and Randy Harden will meet on February 24th and 25th to review all proposed training documents.
- M4. Ms. George informed the team that the text books will be ordered through the CJC vendor. Ms. George informed the team that Mr. Snell had advised her that each security officer has the desktop procedures. CJC will be putting together a student workbook. Each security officer will take their desktop procedure to class. The information to be provided by CJC is a supplement to our desktop procedures manual. The Security officers will be able to keep all manuals once the program is complete.
- M5. Fitness for duty/training physicals (Persons in Class B can only participate in classroom hours until recertified as fit for duty/training). Deferred until March 24, 2005 meeting.
- M6. Ms. George recommended when the security officers return for recertification training, only the defensive tactics portion needs to be refreshed. This could be done in eight hours. Ms. George was unaware of the requirements for first responder recertification.
- M7. All security officers have signed a document acknowledging receipt of the security plan. The FAQ document prepared by Ms. Arab was handled in the same manner at each campus. Ms. Arab response to the options available to security officer who disagree with the fitness for duty evaluation is that they be handled in the same manner as an injured employee who has a problem with his Workers Compensation physician. The employee will be referred to another physician on our list.
- M8. Background checks and drug screening. Deferred until March 24, 2005 meeting.
- M9. The Cabinet, at its February 15, 2005 meeting approved the Security APM #06-901.
- M10. The Cabinet, at its February 15, 2005 meeting approved the Desktop Procedure #601 re-write to include use of deadly force.

- M11. Overview of Board meeting discussion on having a desktop procedure for responding to mass demonstrations. Deferred until March 24, 2005 meeting.
- M12. Overview of Board meeting discussion on scheduling simulations to allow Security officers to gain practice experience in reacting to and implementing the Colleges' desktop procedures of crimes, bomb threats, terrorist attacks, emergencies, fire drills. Deferred until March 24, 2005 meeting.
- M13. FCCU does not have a tracking system that will notify when an individual needs to be recertified. The SSPT team will notify FCCU when an officer has completed his training and FCCU will prepare the paperwork and forward it to Human Resources. Ms. Vosefski informed the team that no classes provided by FCCU can be tracked through Orion.
- M14. Ms. Gasque informed the team that she had requested that Mr. Snell and Dennis Blank continue to have Weiser as the primary contractor for security. Ms. Gasque stated that she would like to see another contractor as a backup to Weiser when and if they are unable to provide the additional security officers needed by the College.
- M15. The team will know by Friday, February 25, 2005 what they will need to present to Weiser for an increase of hours.
- M16. Development of a desk top procedure for pepper spray. Deferred until March 24, 2005 meeting.