

**FCCJ SAFETY AND SECURITY PROCESS TEAM (SSPT)
January 19, 2006 Meeting Minutes**

Attendees: Jo Vosefski, Process Owner
Cathy Horn, DAS – South
Capt. Davidson, South
Capt. Allender, Downtown
Michael Pindell, Safety

Cay Gasque, DAS – Kent
Steve Park, DAS – North
Capt. Short, North
Randy Harden, Nassau
Marc Pica, Kent

Cc: Chuck Stratmann, Facilities
Larry Snell, Purchasing
Patty Adeeb, Deerwood
J.B. Renninger, Cecil Field
Sgt. William, Deerwood
Jack Brede, Facilities
Janis Cooper, Resource

Steve Bowers, V.P. Admin. & Business Services
Lynn Mobley, DAS – Downtown
Fred Culvyhouse, DAS – Open Campus
Capt. Springs, Kent
Richard Dowling, South
Willie Jacobs, North

Discussion

Ms. Vosefski welcomed members to the January 19, 2006 Safety and Security Process Team (SSPT) meeting. Attachments provided to SSPT members at the January 19, 2006 meeting were:

- (#A) Copy of October 20, 2005 SSPT meeting minutes
- (#B) Security Desktop Procedures – Maintenance of Automated External Defibrillators (AED)
- (#C) Draft APM – Open Flame Policy
- (#D) Draft APM – Portable Electric Heaters
- (#E) Draft letter to Security Staff – Subject: Vests
- (#F) District Board of Trustees Agenda Item No A-5 – Subject: Internal Audit Plan 2006.
- (#G) Memo from Peter Blaise, dated April 11, 2002, RE: College Response to Audit of Security and Safety.

Ms. Vosefski thanked the SSPT members for their support while she was out on leave. Ms. Vosefski also informed the committee that Mr. John McCarthy has been appointed the new Environmental Safety and Health Coordinator.

- A. Ms. Vosefski distributed copies of the October 20, 2005 SSPT meeting minutes. The minutes were reviewed and approved as written.
- B. Hazardous material training, general safety training and FCCU. Deferred until February 16, 2006 meeting.

Action: Michael Pindell

Due Date: February 16, 2006

- C. Update on status of Bloodborne Pathogen Board Rule, APM and Desktop Procedure. Deferred until February 16, 2006 meeting.

Action: Jo Vosefski

Due Date: February 16, 2006

- D. Update on the College wide Disaster Preparedness Plan. Deferred until February 16, 2006 meeting.

Action: Jo Vosefski

Due Date: February 16, 2006

- E. Ms. Vosefski advised the team that the Fleet Safety APM has been submitted to Mr. Bowers for his comments, approval and presentation to cabinet.

Action: Jo Vosefski

Due Date: February 16, 2006

- F. Ms. Vosefski advised the team that Ms. Gasque had made the final revisions to the AED maintenance procedure. The final document will be emailed to SSPT members and will be incorporated into Security Desktop Procedures. **CLOSED ITEM**

- G. Mr. Pindell will make revisions and email the Open Flame Policy to SSPT members for review and finalization at our next meeting.

Action: Michael Pindell

Due Date: February 16, 2006

- H. Mr. Pindell will email the Portable Electric Heater Policy to SSPT members for review and suggestions at our next meeting.

Action: Michael Pindell

Due Date: February 16, 2006

- I1. Ms. Vosefski was informed by the Captains that none of our Security Officers are currently carrying the pepper spray. Ms. Vosefski stated that we needed to comply with our own procedure. Ms. Vosefski advised the process team that she had spoken with Mr. Snell and he recommended that an inventory be taken and we prepare a college wide purchase order. Mr. Snell stated that the cost would be significantly less if purchased under one purchase order. Ms. Vosefski asked for a volunteer to find out the number of canister each campus would need and provide this information to Mr. Snell. Each Captain will email the number of canister needed to Captain Short and he will forward this information to Mr. Snell. Hopefully funding will come from Ms. Yvonne Horner for the purchase of the pepper spray.

Action: Jo Vosefski

Due Date: February 16, 2006

- I2. Ms. Vosefski asked Captain Davidson if he had heard from IMC as to scheduling a demonstration of the investigative program. Captain Davidson informed the process team that he had not heard anything and that Ms. Vosefski should talk with Mr. Larry Snell. Captain

Davidson informed the process team that there are some glitches with the Clery requirements but he is working on them. Ms. Vosefski stated that the SSPT subcommittee met to address the basic day to day issues. The subcommittee discussed additional FCCJ codes should be added to our data base so we will be able to identify specific incidents more clearly. The subcommittee discussed modification of the current code for Mental Person should be changed to Disoriented Person. They also agreed that all incident reports should look the same and they agreed to use full justification, Times New Roman pitch 12 and 1.5 spaces between lines. Ms. Vosefski asked the subcommittee to continue to schedule monthly meetings and the subcommittee decided to meet the last Friday of each month from 1:00 – 4:00 p.m. Each Captain is required to attend along with Ms. Vosefski, Mr. Pindell and Mr. McCarthy and the DAS's attendance is optional. The next meeting is scheduled for January 27, 2006, 1:00 – 4:00 p.m. at South Campus.

Action: Vosefski/Davidson/Snell

Due Date: February 16, 2006

13. Ms. Vosefski asked the process team to review the attached draft memorandum from Ms. Mobley in regards to bullet proof vests. Revisions to be incorporated and discussed at our next process team meeting.

Action: Mobley/Vosefski

Due Date: February 16, 2006

14. Security Officer D Licensure. Deferred until February 16, 2006 meeting.

Action: Larry Snell

Due Date: February 16, 2006

15. Sexual predator notification. Deferred until February 16, 2006. Deferred until February 16, 2006 meeting.

Action: Jo Vosefski

Due Date: February 16, 2006

16. Ms. Vosefski advised the team that we needed to talk about the annual retaining component of training for new hire. Ms. Vosefski was informed that we had new hires that had not been through the training. Ms. Vosefski stated that her plans were to get suggestions from the process team about what training components were needed and meet with Ms. Mervin. Ms. Vosefski advised the team that she would invite Ms. Mervin to our next SSPT meeting. Ms. Vosefski asked if there was anything that we wanted to change in the curriculum. Captain Davidson stated that recertification training should not be more than three days. Ms. Vosefski will meet with Captain Davidson to discuss suggestions that she will discuss with Ms. Mervin before the next SSPT meeting.

Action: SSPT

Due Date: February 16, 2006

17. Update on exploration of technological advances in security devices in order to protect College property and better utilize security staffing. Deferred until February 16, 2006 meeting.

Action: Patty Adeeb

Due Date: February 16, 2006

- I8. Parking lot concerns as mentioned in the Student EOV meeting. Deferred until February 16, 2006 meeting.
- I9. Internal Audit Plan for 2006 and the 2002 Safety & Security Audit Results and College Response. Deferred until February 16, 2006 meeting.

Action: Vosefski/Team

Due Date: February 16, 2006