

**FCCJ SAFETY AND SECURITY PROCESS TEAM (SSPT)
February 16, 2006 Meeting Minutes**

Attendees: Jo Vosefski, Process Owner
Capt. Davidson, South
Capt. Allender, Downtown
Michael Pindell, Safety
Marc Pica, Kent

Larry Snell, Purchasing
Capt. Short, North
Sgt. William, Deerwood
John McCarthy, Safety

Cc: Chuck Stratmann, Facilities
Cay Gasque, DAS – Kent
Cathy Horn, DAS – South
Patty Adeeb, Deerwood
J.B. Renninger, Cecil Field
Randy Harden, Nassau
Jack Brede, Facilities
Janis Cooper, Resource

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

Guest: Ms. Stephanie Scott

Discussion

Ms. Vosefski welcomed members to the February 16, 2006 Safety and Security Process Team (SSPT) meeting. Attachments provided to SSPT members at the February 16, 2006 meeting were:

- (#A) Copy of January 19, 2006 SSPT meeting minutes
- (#B) Draft APM – Open Flame Policy
- (#C) Draft APM – Portable Electric Heaters
- (#D) Draft letter to Security Staff – Subject: Vests
- (#E) District Board of Trustees Agenda Item No A-5 – Subject: Internal Audit Plan 2006
- (#F) Memo from Peter Blaise, dated April 11, 2002, RE: College Response to Audit of Security and Safety

A. Ms. Vosefski gave the SSPT an update on the meeting with Captain Short, Captain Davidson, Ms. Vosefski and Ms. Scott. Ms. Vosefski stated that they discussed security officer annual recertification training and initial training for new hire. They also discussed on site training would be 16 hours and 12 hours online training to include domestic violence, crime prevention, sexual harassment, human diversity, bloodborne pathogens and hazard communications. Ms. Scott advised the team that they would try to limit the number of hours that security officers had to be away from campus. First Aid and defensive tactics refresher training are the only classes that would need to be on site. Ms. Scott advised that the other refresher training could be completed online and these classes would be presented in a power point presentation. After each presentation, there would be an exam and the exam would be scrambled where no two security officers would have the same test. Ms. Scott stated that the refresher training will be 30 hours. Ms. Scott distributed copies of the power point annual

refresher course and stated that it did not include bloodborne pathogens and hazard communication. Ms. Scott stated that they could load the information into Blackboard and the security officers could complete this portion of the refresher training on campus. Ms. Scott indicated that the officer should have completed the online course by the 25 of the month. On the 25 of the month, Ms. Scott would run a grade sheet and this will show all of the exams. Ms. Scott stated that there could be 20 students per class and classes could start in April. The Captains would need to provide a list to Ms. Vosefski of new hire and other security officers that need the initial training. Each Captain will provide Ms. Vosefski with a list of security officers that need this training. Mr. Snell to get with Ms. Yvonne Horner to see about funding for the training classes.

- B. Ms. Vosefski distributed copies of the January 19, 2006 SSPT meeting minutes. The minutes were reviewed and approved as written. Captain Davidson requested that the minutes be emailed prior to the meeting for review.
- C. Ms. Vosefski advised the team that Mr. Pindell has been working closely with FCCU to schedule the required training through FCCU. Ms. Vosefski advised the team that FCCU are arranging the classes but no one from the campuses are registering for the safety courses. Ms. Vosefski stated that if we do not fill these courses we will loose the support of FCCU. It was suggested that the DAS;s make a recommendation to Mr. Bowers for his presentation to Cabinet. Tabled until our next meeting.

Action: Jo Vosefski

Due Date: February 16, 2006

- D. Ms. Vosefski informed the SSPT team that the bloodborne pathogens APM and procedure have been given to Mr. Bowers for presentation to Cabinet. Ms. Vosefski advised that Mr. Bowers would get them on the agenda as soon as possible.

Action: Jo Vosefski

Due Date: March 16, 2006

- E. Ms. Vosefski advised the team that the College wide disaster plan is an ongoing project. Ms. Vosefski stated that she is participating in a statewide DOE steering committee to update a Natural Disaster Management Plan for school districts and community colleges based on lessons learned from the past two hurricane seasons. Ms. Vosefski stated that as she continues to work with this committee she will incorporate ideas into our plan.

Action: Jo Vosefski

Due Date: March 16, 2006

- F. Ms. Vosefski advised the team that she had provided Mr. Bowers with another copy of the Fleet Safety APM. Mr. Bowers took it to Tuesday's Cabinet meeting but it was not discussed. Mr. Bowers will inform Ms. Vosefski as soon as it is discussed for approval or disapproval.

Action: Jo Vosefski

Due Date: March 16, 2006

- G. Ms. Vosefski advised the team that Mr. Pindell had revised the Open Flame Policy per suggestions made at our last meeting and emailed the document to SSPT members for review. Mr. Snell recommended that Mr. Pindell get the DAS's to vote on the policy via email.

Action: Michael Pindell

Due Date: March 16, 2006

- H. Ms. Vosefski advised the team that Mr. Pindell had revised the Portable Electric Heater Policy per suggestions made at our last meeting and emailed the document to SSPT members for review. Mr. Snell recommended that Mr. Pindell get the DAS's to vote on the policy via email.

Action: Michael Pindell

Due Date: March 16, 2006

- I1. Ms. Vosefski asked Captain Short if he had a list from everyone with the quantity for pepper spray. Captain Short stated that he had received the information from Downtown, South and North. Captain Short advised that we needed about 70 canisters of pepper spray; he advised that he had 39 canisters on hand. Captain Short will forward this information to Mr. Snell. Mr. Snell will contact Ms. Yvonne Horner for funds to purchase of the pepper spray.

Action: Captain Short

Due Date: March 16, 2006

- I2. Ms. Vosefski advised the team that on January 27, 2006 the SSPT subcommittee met to address IMC data base issues and day to day reporting problems. They discussed in length the need for more consistency in the way the Captains report incidents. 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. They agreed that the incident report is not to be closed until everything has been completed. They need to make a decision about who will be reviewing the report, and who will have final approval to close the report. The subcommittee talked about trespassing and Captain Short gave a report on his findings. The State Attorney feels that because of some legal issues we can not enforce the arrest for a violation of a prior trespass unless it is given at the specific site. The next meeting is scheduled for February 24, 2006, 1:00 – 4:00 p.m. at Downtown Campus.

Action: Vosefski/Davidson

Due Date: March 16, 2006

- I3. Bullet proof vests. Deferred until March 16, 2006 meeting.

Action: Mobley/Vosefski

Due Date: March 16, 2006

14. Ms. Vosefski advised that some time ago we decided that Colonel Howell or Ms. Scott should draft a letter of notification to our security officers concerning the opportunity to obtain Class D state certification. Ms. Vosefski will ask Ms. Scott to draft the letter and send to SSPT members.

Action: Larry Snell

Due Date: March 16, 2006

15. Ms. Vosefski advised the team that Mr. Steve Park had requested she place sexual predator notification on the agenda. Ms. Vosefski stated that she had met with Mr. Steve Robbins on this issue and he made her aware that information on predators are kept in his office. Mr. Park concern was do we need to email this information to students or do we need to post the information on bulletin boards. Ms. Vosefski stated that she was holding off on this issue until we have a new General Counsel. It was suggested that the FDLE link be added to the Safety department web site. Deferred until March 16, 2006.

Action: Jo Vosefski

Due Date: March 16, 2006

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

Action: Patty Adeeb

Due Date: March 16, 2006

17. Ms. Vosefski advised the team that Mr. Bowers attended a student EOV meeting where the issue of consistency inn parking lot security was raised. Some locations have the blue panic button poles in the lots and some do not. Ms. Vosefski stated that it is her understanding that UNF have these poles. Ms. Vosefski stated that we need to do some research to see if they are of value in all lots, just near dormitories, whether they have strobe lights, sirens and activate cameras. Committee members will explore and will report their findings at our next meeting.

Action: Jo Vosefski

Due Date: March 16, 2006

18. Ms. Vosefski stated that Mr. Bowers is giving us a heads up that our safety and security procedures will be audited again this year. The first thing the auditors will do is look at our audit finding from last time and our response to see if we have complied with our response. Ms. Vosefski stated that we will have to go through them item by item to make sure they have been completed.

Action: Vosefski/Team

Due Date: March 16, 2006