



Safety Committee Meeting

Minutes

Thursday, February 19, 2026

2:30 PM – 4:00 PM

ZOOM Meeting link: <https://smccd.zoom.us/j/83317684229>

Members and Resource Staff present: Ludmila Prisecar, Karen Pinkham, Nathan Staples, Danielle Pelletier, Roz Young, Rance Bobo, Ben’Zara Minkin, Paul Naas, Jason Wendt, Vince Garcia, Oliver Loza, DeVon Scott

Members and Resource Staff absent: Tony Burrola, John Cuevas, Michele Rudovsky, Megan Rodriguez-Antone, Max Hartman, Grey Sanderson

Guests: Jamie Hui

Item #	Item	Lead (s)	Time	Action
1.	<u>Welcome</u> Establish Quorum	Ludmila Prisecar	5 minutes	Quorum
Ludmila Prisecar welcomed attendees and noted that it was the second meeting of the semester, commenting on how quickly the term seemed to be progressing. Once quorum was reached, the meeting officially started.				
2.	<u>Consent Agenda:</u> All items on the consent agenda may, by unanimous vote of the members present, be approved by one motion after allowing the members to ask questions about a particular item. Before a motion to approve the consent agenda, any member, interested student, community member, or staff member may request that an item be removed from the Consent agenda to be discussed in the order listed after approval of the remaining items on the consent agenda. <ul style="list-style-type: none"> • February 19, 2026 Meeting Agenda • January 29, 2026 Meeting Minutes 	Ludmila Prisecar	5 minutes	Action
Ludmila reviewed the consent agenda, which included approving the February 19, 2026 meeting agenda and the January 29, 2026 meeting minutes. A motion to approve the minutes was made by Rance Bobo and seconded by Nathan Staples. Present committee members voted, and the motion passed, formally approving the agenda and meeting minutes.				
<u>Regular Agenda</u>				

3.	Public Safety Reports and Updates <ul style="list-style-type: none"> • How to contact us? Website: https://smccd.edu/publicsafety/index.php <ul style="list-style-type: none"> • Traffic Safety Campaign 	Jason Wendt	5 minutes	Information Discussion Feedback
<p>Jason Wendt provided updates from Public Safety. He emphasized the importance of using the campus 7000 phone number to contact Public Safety, noting that it is the fastest way to receive assistance on campus. When dialed, the call either connects directly to a dispatcher if one is on duty or routes through a phone tree that allows the caller to select the appropriate campus and reach the officer currently working there. Jason also discussed a recent traffic awareness message sent to the campus community, which encouraged safe driving and reminded people to stay alert, particularly in areas of the campus where it is easy to drive too quickly. Participants confirmed they had received the message. During the discussion, one attendee shared a positive experience using the 7000 number after being locked out of an office, noting that the phone tree worked quickly and efficiently. Jason added that while occasional technical issues may occur due to the phone system, in true emergencies individuals should call 911 if they cannot reach Public Safety. The group also briefly discussed an upcoming change to the campus phone system transitioning to Zoom-based services, and Jason noted that Public Safety would stay informed to ensure the 7000 dialing system would not be affected.</p>				
4.	Facilities Reports and Updates <ul style="list-style-type: none"> • How to contact us? Website: https://canadacollege.edu/adminservices/facilities.php <ul style="list-style-type: none"> • Tennis Court Parking Update 	Karen Pinkham	5 minutes	Information Discussion Feedback
<p>Karen Pinkham remind attendees to submit maintenance issues through the facilities work order system so the team can respond promptly. She explained that the facilities office continuously monitors the system and encouraged people to report problems through it by any means necessary. Karen then provided an update on the tennis court parking project, noting that work had already begun on campus. The installation of new signs and additional parking spaces was underway, but progress had temporarily paused due to rainy weather conditions. Once the weather improved, the team planned to install stop signs, add more parking spaces, and paint the curb red from the tennis courts up to the Vista area, along with placing additional no-parking signs. Karen noted that most materials had already arrived, though one stencil was still pending. While the original goal was to complete the project by the end of February, she acknowledged it might extend slightly into March due to weather delays.</p>				
5.	Emergency Preparedness Office <ul style="list-style-type: none"> • How to contact us? Website: https://smccd.edu/emergency-management/ <ul style="list-style-type: none"> • Radio Safety Channel Review • Spring 2026 Building Captain Training • SMCCCD Local Hazard Mitigation Planning • New EOP Project • District First Aid 	Ben'Zara Minkin and Vince Garcia	15 minutes	Information Discussion Feedback

	<ul style="list-style-type: none"> • District SOPs for Safety • Spring 2026 Violent Intruder Drill Reminder • Evacuation Map Update • Emergency Posters 			
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Ben’Zara Minkin provided updates from the Emergency Preparedness Office, focusing on district safety initiatives and upcoming trainings. He began by addressing confusion about the use of radio safety channels and explained that building captains and staff should use the district safety channel as the primary channel for safety communications because it is monitored district-wide. Due to recent confusion during an incident, he planned to hold a Zoom training session to review proper radio use and ensure building captains understand the channels and equipment. He also announced the upcoming building captain training scheduled for April 16–17, which will include a fire extinguisher burn-pan exercise, general emergency preparedness training, and CPR certification.

Ben’Zara also discussed the district’s participation in the San Mateo County Local Hazard Mitigation Plan update, explaining that the district contributes information about potential hazards and mitigation strategies and that he would continue updating the committee as the process develops. In addition, he shared that the district is beginning a project to update its Emergency Operations Plan from 2014 and create a Continuity of Operations Plan for each department, with the help of an independent contractor. He reported progress on implementing standardized first aid kits, trauma kits, and emergency supply cabinets across campus buildings to comply with Cal/OSHA requirements, along with the development of district safety Standard Operating Procedures to guide how these resources are maintained and used.

He also reminded the group about the upcoming district-wide violent intruder drill scheduled for the following week, with one drill in the morning and one in the evening, and encouraged participants to think about situational awareness and safe hiding or evacuation options in their workspaces. Finally, Ben’Zara and Karen discussed the installation of new emergency posters and evacuation maps across campus buildings, noting that large posters were being placed near building entrances and exits while smaller versions would be used in classrooms and smaller spaces. The group emphasized that the project was still in progress and welcomed feedback about placement or missing signage. Ludmila suggesting the creation of a shared list of common acronyms to help clarify safety terminology used in meetings.

6.	Workplace Violence Prevention Plan <ul style="list-style-type: none"> • Committee Member to provide feedback 	All	5 minutes	Information Discussion Feedback
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Ludmila introduced the Workplace Violence Prevention Plan standing item and invited participants to share any feedback or comments. She reminded the group that members could also send feedback to her by email, which she would forward to Michele Rudovsky at the district level for review. After pausing to check for responses from both in-person attendees and those participating on Zoom, she noted that there were no comments or messages in the chat, indicating that there was no new feedback on the plan at that time.

7.	March 19, 2026, Preliminary Agenda Items <ul style="list-style-type: none"> • Reports and Updates etc 	All	5 minutes	Information Discussion Feedback
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Ludmila opened the floor for additional discussion and invited members to raise any other items or concerns. Danielle Pelletier asked about the emergency communication plan in a scenario where both power and internet services were unavailable, such as during a major outage or disaster. In response, Ben’Zara and Karen explained that the campus relies on multiple backup communication systems. These include radios with four-hour battery backups, spare radios stored by public safety, and the federal Government Emergency Telecommunications Service (GETS), which allows priority phone calls during network congestion. Karen also described campus generators that automatically power critical systems, including the main point of entry for IT infrastructure, allowing email and other communications to continue operating. If communications systems failed entirely, campus staff and public safety would physically go building to building to notify occupants and assist with evacuation procedures.

The discussion also addressed emergency notification improvements, including plans for a more robust campus-wide emergency announcement system that could broadcast audible alerts both indoors and outdoors. Danielle then raised concerns about the lack of phones in some classrooms. Ludmila explained that the district was transitioning to a new phone system that would rely more on computer-based communication through Zoom technology, though employees could choose to keep certain desk phones in their offices. Because of these questions, Ludmila suggested inviting a representative from the IT department to attend future meetings and provide updates on the technology transition.

The conversation then shifted to the role of building captains during emergencies. Committee members explained that building captains help coordinate evacuations, communicate with public safety via radio, and confirm when buildings are cleared. However, assignments are flexible depending on where trained staff are located during an emergency. The group also noted the need to recruit more building captains in certain buildings, including Building 23. Ludmila shared information about upcoming building captain training scheduled for April 16–17 and provided a link through the district’s professional development website. Participants also suggested offering a Flex Day session on emergency communication to help more employees understand emergency procedures and campus safety systems.

8.	Round Table Open for health and safety campus-related questions, comments, and concerns	All	5 minutes	Share
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During the roundtable portion of the meeting, Ludmila invited participants to raise any additional concerns or discussion topics. Nathan Staples mentioned a visibility issue with fire extinguisher signage in Building 23, explaining that a wall divider blocked the sign at the far end of the hallway, making the extinguisher difficult to see from most of the corridor. Ben’Zara agreed to follow up with facilities to determine whether additional signage or adjustments were needed. Danielle then suggested incorporating a short safety tip or training segment—approximately 10 to 15 minutes—into each safety committee meeting so members could learn small, practical emergency preparedness strategies and share them with their respective departments. Ludmila and Ben’Zara supported the idea and discussed examples such as identifying safe hiding locations, noting emergency exits, and preparing emergency supply bags. After no further comments were raised, Ludmila concluded the meeting, thanked participants for attending, and reminded them that future meetings would continue to be held in person as well as via zoom.

9.	Adjourn	Ludmila Prisecar	1 minute	By Acclamation
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Meeting adjourned at 3:38pm. The next meeting of the semester is scheduled to be held on March 19, 2026.

Upcoming Safety Committee Meetings: Spring 2026 Semester		
March 19, 2026	Thursday	2:30 PM-4:00 PM
April 30, 2026	Thursday	2:30 PM-4:00 PM
May 21, 2026	Thursday	2:30 PM-4:00 PM

[CAN Safety Committee Website](#)