

District Safety Meeting  
Meeting Minutes  
October 7, 2010

**Present:**

Terry Fouche – Chair / Parent  
John Penido - Co-Chair / Parent  
Jim Anderson – San Marino Fire Department  
Julie Boucher – Assistant Superintendent, Business Services - SMUSD  
Ian Corrie – SMUSD Director of Maintenance and Operations  
Anne Dallavalle - San Marino Public Library  
Tim Harrigan – San Marino Police Department  
Steve Morgan – Parent / SMHS  
Dave Murray – Huntington Middle School Assistant Principal  
Ginger Peck – SMUSD Purchasing Manager / D.O. Liaison  
Bill Phillips – Parent / Carver Elementary School  
Ron Serven - City of San Marino Public Works  
Colleen Shields – Valentine Principal  
Eric Stewart – San Marino Recreation Department / Stoneman

Terry Fouche called the meeting to order at 9:06 a.m. He conveyed apologies for Dr. Gary Woods, Superintendent and Liz Hollingsworth, Carver Principal. He read the mission statement that was constructed by the committee in the past and how the committee has evolved over time.

***To provide a regular forum to discuss safety issues and concerns, disseminate information, provide alerts, and help the schools and district departments develop and maintain a culture of safety with common and cohesive practices.***

Terry noted that when he was asked to chair this committee over 7 years ago, there were many issues that needed to be addressed. He shared how we have integrated common practices throughout all schools so that students weren't learning new safety procedures from site to site. A common bell system was one issue addressed. He shared that traffic issues have been addressed beyond reason and that engineers were brought in to resolve many issues that have come before the committee. Although we put safety practices in place, we must stay on top of the issues to keep order.

Terry shared that there is an overall comfort brought to this community by our quarterly meetings.

Terry reminded the group that most safety issues have been addressed by the Maintenance and Operations Department at SMUSD. He reminded the group

that work orders are the proper way to address issues and asked that the process not be bypassed.

Terry noted that this is his 7<sup>th</sup> year as chairman of the committee and that he would like to transition out and have John Penido take over in the coming future. John shared that he works with a Joint Powers Authority that covers 10 cities and coordinates disaster relief and works with the county as a liaison.

Julie Boucher shared that summer was a very busy time for the district. There is a 4-6 week window to maintain all sites. The work included changing filters, adding ball walls, painting, patching, as well as the addition of a Salad Bar for Huntington. The district is undergoing two major safety projects. The first is netting to protect swimmers at SMHS from baseballs that occasionally go over the fence into the pool area as well as a major roofing repair at SMHS. She also shared that we are waiting for the state budget to be resolved.

John Penido noted that according to the Education Code, schools have responsibilities in regards to disaster response. There are many laws that regulate what is required; however, there are very few dollars to fund these requirements.

Terry noted that parents have stepped up to fund the majority of the earthquake bins.

Tim Harrigan announced there will be a Community Day Out on October 17<sup>th</sup>. This is inclusive of the Police and Fire Departments, Neighborhood Watch and the Community of San Marino.

The Police Department is also working on safe routes to school. Engineers are still working on this and waiting for a grant to move forward.

Jim Anderson reminded the schools that the state regulates fire drills must be scheduled monthly. He asked that all drill schedules be e-mailed to Jim Frawley @ jfrawley@smfd.us. The Fire Department will observe drills if needed.

Jim shared that Wednesdays are designated as Safe Routes to School days, and the Fire Department will be supporting this effort by walking with kids when possible.

The Fire Department will also be supporting the Community Day Out event.

Ian Corrie shared that there had been a recent incident with a smoke detector in the kitchen at Carver School. The school evacuated and the Fire Department was onsite when he arrived. He noted that all procedures by the school were orderly and worked very well.

He also noted that there have been power outages at the schools on weekends due to children climbing on the roof and turning off switches. These children are unsupervised and causing problems.

Ian shared that a safety audit had taken place over the summer of all district sites. There were minor infractions, but overall there was nothing major to report. Overall report indicated that SMUSD is in better condition than most. Our insurance rates are lower due to our efforts.

Dave Murray shared that there had been several stolen musical instruments from Huntington during an open house. He thanked the Police Department for their excellent work in locating the thieves. They have been arrested and sentenced.

He stated that the earthquake bins have been moved to the minor baseball diamond. The old container area was cleaned up and rodent problems have improved.

The Huntington driveway is being monitored by parent volunteers who are very helpful.

Steve Morgan reported that all backpacks have been updated at SMHS. The water will be replaced this month, and all lockdown packs have been updated in each classroom.

Bill Phillips shared that Carver has been very busy. They've had a Bike Rodeo, their earthquake bins have been updated and curbs have been painted.

There is a Walk to School Program at Carver and has approximately 150 students in the club. They will be walking once a month. They hope to eventually work it to once a week and then daily. Maps are being put together for safe routes and could possibly be on the website some day.

Colleen Shields shared that due to the generous support of PTA, they've been able to update all earthquake bins and backpacks. They are also working on safe routes to school.

After experiencing her first fire drill, she is hoping to implement a silent drill. This drill was a great learning experience and has brought to light issues that need to be addressed for future drills.

She noted that there is a problem with release times at Valentine. Children being released earlier are lingering on campus because parents are arriving for pickup until the later release time. Kids are roaming unattended for 20-30 minutes.

Eric Stewart stated that they are working on more earthquake supplies and need to update some existing. Stoneman has numbered areas on the asphalt for kids to evacuate to.

Ann Dallavalle noted that students are not waiting for cars to stop at the crosswalk between the HMS Tennis Courts and the Library. It appears that the kids feel entitled to walk without looking.

Ron Serven thanked the Fire Department and Jim Frawley for CERT Training to City staff.

He shared that there will be continued road and irrigation work on Huntington Drive.

The following questions were asked:

Julie asked how keys to earthquake bins were organized. Terry stated that there are lock boxes at each site.

Terry asked how our schools are secured from visitors. Julie said that all visitors are supposed to sign in at the front office. However, this can be difficult when there are multiple entry points on some campuses. As a result, some gates are locked during school hours.

Terry asked if CPR certifications are in place at each site. Ginger shared that all coaches are required to be CPR Certified, so the high school had coverage. Julie shared that certification is site based. She did share that there are two (2) AED machines at SMHS and one (1) at HMS. These machines are not recommended for children under 12 and therefore have not been placed on elementary campuses.

John Penido briefly shared the importance of immediate response to a fallen person. There are brief minutes until permanent damage occurs. Keep in mind that once you find a victim down, it's possible that time has lapsed. Then there is the response time for emergency services. Any and all life saving methods used is advised.

Steve Morgan stated that fire extinguishers in earthquake bins have not been checked. Ian will look into this.

Terry adjourned the meeting at 10:09 a.m. The next meeting is scheduled for December 2<sup>nd</sup>.

He also thanked Carolle Thompson of the Food Services department for the morning refreshments.

