

PROPERTY & LIABILITY ASSESSMENT AUDIT



September, 2020

PREPARED FOR

VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

Prepared By

**Iris Penales
Consultant**

KEENAN & ASSOCIATES

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This report on site assessments, prepared by Keenan & Associates, is intended strictly for the use of Statewide Association of Community Colleges legal counsel and only those employed by the District having a need to know in order to address conditions assessed in this report and/or confer with legal counsel of Statewide Association of Community Colleges. To preserve and protect the confidential and privileged nature of this report, the report should not be copied or distributed by the District and should be filed and maintained in strict confidence by the District.

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The report is based on conditions and operations that existed at the time of the inspection. The information contained in this report does not certify that all locations, unsafe conditions, violations of state, federal or local regulations or laws are in compliance, nor does it conclude that all possible infractions, hazards or hazardous conditions were observed or reported.



October 1, 2020

Ms. Terry Cobos
Director, General Services
VENTURA COUNTY COMMUNITY COLLEGE DISTRICT
255 W. Stanley Avenue, Suite 150
Ventura, CA 93001

RE: SWACC PROPERTY & LIABILITY ASSESSMENT FOLLOW-UP AUDIT

Dear Ms. Cobos:

Enclosed is the report for the SWACC Property & Liability Inspection Follow-up Audit conducted for the District on September 18, 2020. The purpose of the Follow-up Audit is to review the progress made in addressing the priority recommendations listed in the SWACC Property & Liability Inspection conducted on January 27-31, 2020. The Follow-up Audit was conducted in accordance with the SWACC safety inspection policy.

It has been a pleasure to be of service to the District in the area of Loss Control/Risk Management, and to assist you with providing a safe environment for students and the general public. If you have any questions concerning this report, kindly contact me directly at (310) 212-0363, extension 2643.

Sincerely,

Iris Penales

Iris Penales
Consultant
Loss Control/Risk Management

IP/cb

cc: Craig Farmer, Attorney, Farmer Smith and Lane LLP
David El Fattal, Vice Chancellor, Business and Administrative Services, Ventura County CCD
Susan Langston, Keenan & Associates, Torrance
Brad Keenan, Keenan & Associates, Torrance

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I. INTRODUCTION

On September 18, 2020, Keenan & Associates conducted a Property & Liability Inspection Follow-up Audit for the Ventura County Community College District located in Ventura County, California. The purpose of the Inspection Follow-up Audit is to review all of the priority recommendations listed in the previous SWACC Property & Liability Inspection and to note any progress made in addressing or correcting those priority issues. Iris Penales, Consultant, conducted the inspection and Clare Brooks, Project Coordinator, processed the Follow-up Audit report.

II. LIMITATIONS

The goal of Keenan's inspection services is to (i) assist the client in evaluating its self-audit procedures, (ii) facilitate the identification of conditions which may pose a risk of injury and/or property damage, and (iii) provide recommendations and/or suggestions to help mitigate the risks identified. Keenan does not guarantee that it has identified every potentially hazardous condition existing on the Client's premises. Similarly, it does not promise that following the recommendations contained in this report will eliminate all risk of injury or property damage.

Keenan's services are not a substitute for regular, ongoing inspection and maintenance, or any required service that is to be performed by a licensed or certified service professional (e.g., HVAC contractor, electrician, plumber, elevator service personnel, etc.). Please keep in mind that changing circumstances can affect your risk exposures and periodic reassessments of your operational environment are recommended.

III. SITES AND AREAS AUDITED

The following areas were inspected at the sites listed below:

- Ventura County Community College Dist.
 - MOORPARK COMMUNITY COLLEGE
 - | P-Lot PS (Parking Structure) Top Level Near Elevators | Stadium Home Side Back Row Bleachers
 - VENTURA COMMUNITY COLLEGE
 - | C-1 Bldg. Athletics Training Room | Parking Lot V | Tri-Valley Girls Softball Field (for Lease) | WAM Bldg. Auto Technology Yard

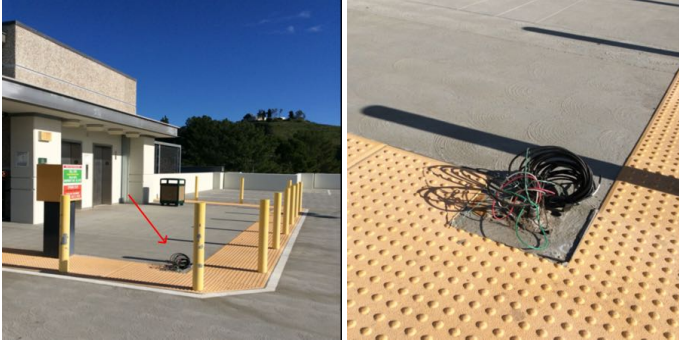
IV. IMMEDIATE/HIGH PRIORITY RECOMMENDATIONS AUDITED

INITIAL FINDING

Location: Ventura County Community College Dist. - MOORPARK COMMUNITY COLLEGE - P-Lot PS (Parking Structure) Top Level Near Elevators

Priority: High

Description: The cables from a removed call box were left behind and may present a trip hazard and/or electrical hazard. Consider removing the cables to reduce the hazard. Note: This was reported to the Maintenance Department. As a temporary measure, a traffic cone was placed on top of the cables.



AUDIT FINDING

Status: Closed

Close Note: On each level, the cables were covered. A yellow plastic post was installed for greater visibility.

Close Date: Fri Sep 18 2020



INITIAL FINDING

Location: Ventura County Community College Dist. - MOORPARK COMMUNITY COLLEGE - Stadium Home Side Back Row Bleachers

Priority: High

Description: Near the top row of the stadium home bleachers, a back rest is missing, leaving behind two metal posts. The metal posts may present a hazard to visitors. Consider installing a back rest or remove the metal posts.



AUDIT FINDING

Status: Closed

Close Note: A back rest installed.

Close Date: Fri Sep 18 2020

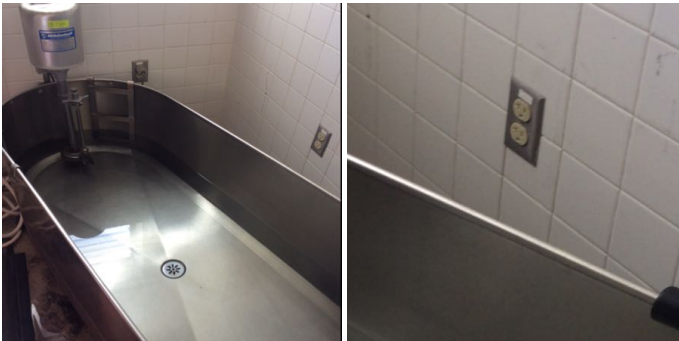


INITIAL FINDING

Location: Ventura County Community College Dist. - VENTURA COMMUNITY COLLEGE - C-1 Bldg. Athletics Training Room

Priority: High

Description: Electric outlets that are located within 6' of sinks should be connected to a ground fault circuit interrupter (GFCI). Consider installing outlets higher than the height of the bath tubs.



AUDIT FINDING

Status: Open

Action Notes: At the time of the audit, we were unable to access this room. The room was tested for hazardous gases due to earlier staff complaint. Martin Navarro is working with the electrician to install a GFCI for the electrical outlet.

INITIAL FINDING

Location: Ventura County Community College Dist. - VENTURA COMMUNITY COLLEGE - Parking Lot V

Priority: High

Description: There is potential for an individual to fall off these platforms. Edge protection (i.e., guardrails) should be provided to reduce this fall hazard.



AUDIT FINDING

Status: Open

Action Notes: Guardrails were installed but were vandalized. Apparently, there are plans to put classroom trailers in this parking lot. These platforms will be used as access to the trailers. Until this happens, consider installing fencing around the platform rather than on the platform. Posting warning signs is recommended.

INITIAL FINDING

Location: Ventura County Community College Dist. - VENTURA COMMUNITY COLLEGE - Tri-Valley Girls Softball Field (for Lease)

Priority: High

Description: The electrical panel cover is missing and should be replaced. In general, electrical equipment should be secured from public access. To prevent vandalism, consider installing a secure enclosure for the electrical panel.



AUDIT FINDING

Status: Open

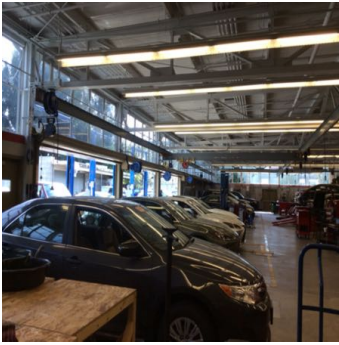
Action Notes: Martin Navarro is working on this. It is recommended to install an enclosure to prevent any type of vandalism to the electrical equipment.

INITIAL FINDING

Location: Ventura County Community College Dist. - VENTURA COMMUNITY COLLEGE - WAM Bldg. Auto Technology Lab

Priority: High

Description: There are no local exhaust ventilation hoses in this shop. The instructors stated that the garage doors are open while vehicles are running; however, local exhaust ventilation should still be provided. Consider installing hoses that can be fully extended to each vehicle workstation. Use of CO monitors is also recommended.



AUDIT FINDING

Status: Closed

Close Note: This item is in the Department's Program Review for approval. The Automotive Instructors put in the request for ventilation and shelters for their lifts every year. For now, air ducting is being used to vent car exhaust through the garage doors. It is still recommended to install CO monitors for each workstation.

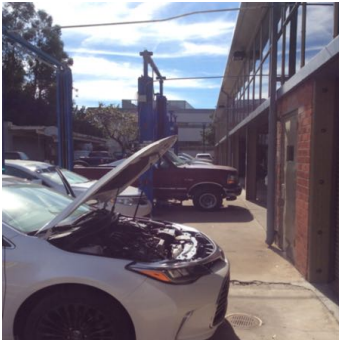
Close Date: Fri Sep 18 2020

INITIAL FINDING

Location: Ventura County Community College Dist. - VENTURA COMMUNITY COLLEGE - WAM Bldg. Auto Technology Yard

Priority: High

Description: 1. Installing a lift outside increases the likelihood of property damage and/or failure caused by the natural elements. Consider providing a protective shelter for the lifts and the power units. 2. During inclement weather conditions, the metal roofing of the storage building blows upwards and provides less protection for the car engines stored inside. Consider repairing the roof or replacing it.



AUDIT FINDING

Status: Closed

Close Note: This item is in the Department's Program Review for approval. The Automotive Instructors put in the request for ventilation and shelters for their lifts every year.

Close Date: Fri Sep 18 2020

V. ADDITIONAL COMMENTS

Keenan & Associates would like to thank Mr. John Sinutko, Mr. Scott Colvin, Mr. Martin Navarro, Mr. Orlando De Leon, and all of the individual site personnel for their assistance and cooperation during the site inspections and audit.

VI. PROPERTY & LIABILITY LOSS ANALYSIS

There have been two claims since the inspection in January 2020. Both claims are currently open.

(2) Employment Practices Liability (Harassment, Wrongful Termination) - \$150,000.00

(1) General Liability (Failure to Act, Respond, or Supervise) - \$6,000.00

VII. SUMMARY

In summary, 4 of the 7 priority recommendations listed in the Property & Liability Inspection have been addressed by the District. Keenan & Associates would like to congratulate the District on the progress made addressing the priority recommendations identified in the SWACC Inspection Report.

VIII. PRIVILEGED & CONFIDENTIAL

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