

BEACH SHOPS

Beach Shops Risk Management Meeting

Thursday, February 27, 2025 – 3:00PM

[Risk Management | California State University Long Beach](#)

MEETING MINUTES

Staff Present:

Eliana Diaz	Brian Alexander	Rosa Hernandez
Joanna Parada	Jenny Lew	Margie Ramirez
Jason Eisenmann	Manuel Gil	Cynthia Farrington
Rico Ovalles	Sandra Ramirez	Patrick Joyce
Majid Zahedi	Tom Collier	Alix Hamidian

Guests: Jesse Avella Andrew Cabrera

Meeting Started: 3:00PM

1. Incidents/Safety Update

- Incident Reports
 - Eli reminded everyone to please report any incidents. She asked the group if there really have not been any incidents or were we not reporting them?
 - The group did not have any feedback or objections
 - Margie confirmed that there have not been any incidents.

2. Facility/Office Inspections

- New Process Flow – April 2025
 - Eli reviewed the current process and introduced Jason and Patrick's support in getting the audits done. The new process will be Joanna to send them out via DocuSign and Jason will be shadowing each assigned auditor while they perform their inspection. All communication will be going directly to Jason for work orders as he will be the one submitting them. Patrick will track and perform follow-ups on all work orders.
 - Patrick reiterated that the idea is that this is an educational process; an opportunity for managers/supervisors to build that muscle to know what to look for and what to keep an eye on. Everyone should be looking for issues every single day and not waiting for the audits to occur.
 - Eli opened it up to questions, no one had any.

3. General Training

- New Update on COVID-19
 - Effective March 3rd, 2025
 - Reporting Positive Cases
 - Eli mentioned that there is a new protocol and update from CA, and we will not be assigning the training as of March 3, but we will continue tracking positive cases.

- Joanna reviewed the flow chart that was provided back in May. The SSO chicklet will remain active and should be used to report any positive cases.
- Evacuation Drill – February 21, 2025 @ 10:30am
 - Designated Evacuation routes
 - Eli opened it up for feedback
 - Margie confirmed that all went well and smoothly at The Nugget
 - Patrick/Jason confirmed that all went well at the bookstore as well
 - Eli reviewed the BM color coded evacuation maps (gave a recap)
 - Rosa emphasized that all changes/updates to the maps should be centralized with the Risk Management department
 - Cyndi made a comment regarding BM designations stating that it may be counter-intuitive for Tom (for example) to walk into the building going towards the traffic of people that are evacuating.
 - Eli acknowledged that it was a good point and re-emphasized that we are short-staffed when it comes to building marshals and we will be recruiting in the coming month.
- Building Marshal Training
 - Recruiting
 - March/April 2025
 - Eli mentioned that we are short-staffed when it comes to Building Marshals. Furthermore, she confirmed that she will be sending correspondence next week to start recruiting more BM's. She reiterated that it is a voluntary role.
 - Jason asked if it is only open to full-time staff?
 - Eli confirmed that we are not opposed to it as long as there is a back-up to cover for other shifts
 - Eli announced that the goal is to meet prior to any Evacuation Drills to do a quick recap of duties, rally points etc.
- Worker's Comp. Training Refresher
 - March / April
 - Eli said this will be coming soon
 - Margie asked if department leads can be invited.
 - Eli confirmed that yes, we will include them as well.
- Driver Program Documentation Training
 - March /April
 - Eli mentioned that due to new hires and recent promotions it is a perfect time for a refresher course
 - Joanna shared that in her recent hands-on training sessions she has performed them at the operations and noticed that protocols are not being followed when it comes to release of the key, sign-in/sign-out, scanning of QR code for pre-inspection etc. She reiterated that there will be a refresher course coming soon and encourages all authorized drivers to attend but more importantly supervisors/managers.

- First Aid/CPR/AED Training
 - March 20, 2025
 - Eli mentioned that an upcoming session scheduled for March 20 is confirmed where we will be training six (6) of our folks

4. New Business

- Emergency Action Plan – Coming Soon
 - Rosa spoke about this and confirmed that the goal is to launch that in the Summer (June)
 - Eli added that this will supplement the removal of COVID-19 training. The time allocation is identical so it should not interfere with the amount the time that they are paying for training.
- Heat Illness Prevention Plan - ETA Spring/Summer 2025
 - Eli mentioned that the goal is to execute this training before commencement if possible. With CA weather fluctuating so much we want to be sure that we cover this with our employees.
- First Aid/AED/CPR Recertification Training – Summer 2025
 - Eli gave the group a heads up that this is coming in June and there will be quite a few colleagues that will be undergoing the recertification session.

5. Action Items & Next Steps

- Next Meeting- May 29, 2025

Meeting Concluded: 3:27PM