



## SAFETY COMMITTEE MEETING MINUTES

DON 207

February 29th, 2024 – 3:00-4:00 pm

It is the Mission of the Safety Committee of Helena College to promote a safe working environment for the Employees, Students, and the General Public by creating and maintaining an active interest in safety and to assist in the overall effort to minimize the frequency of accidents and to identify corrective measures needed to eliminate or control recognized safety hazards.

### Attendees:

- Mel Ewing**, Chief Information Officer
  - Jason Grimmis**, Director of Crisis and Emergency Response
  - Melissa Mousel**, Administrative Associate - AP Campus
  - Sandra Bauman**, Dean/CEO
  - Kelley Turner**, Executive Director of Operations
  - Christy Stergar**, Continuing Education Coordinator
  - Valerie Curtin**, Executive Director of Compliance and Financial Aid
  - Paige Ferro**, Academic Administrative Coordinator
  - Nina Hansen**, Administrative Associate – DON Welcome Center
  - Mary Twardos**, Human Resource Generalist
  - Courtney Radke**, Nursing Program Instructor
  - Cole Wagner**, Computer Support Specialist
  - John Hartman**, General Education – Science Instructor
  - Tommi Haikka**, Assistant Director of Facilities
  - Rausch Abigail**, Director of Marketing, Communication, & Alumni Relations
  - Nolan Eggen**, Fire and Emergency Services Instructor
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### Agenda items:

Minutes Review: February 1<sup>st</sup> Meeting Minutes Approved.

Current status: No new incident reports

## Introductions:

Jason Grimmis is our new Director of Crisis and Emergency Response for Helena College, Montana Tech, and UM-Western. Previously he was a member of the Lewis and Clark Sheriffs' office for 27 years, and most recently worked for 3 years at Carroll College as Director of Campus Security and Public Safety.

## Active shooter and stop the bleed training

-DPPHHS is willing to facilitate a stop the bleed training for us, we just need to give them a date. It is about 1 ½ hour of training. One option is the first week of April on the Donaldson at 1:00-2:30. Then have a second training at Donaldson on the same day from 3-4:30. Another option may be on either May 6<sup>th</sup> or 7<sup>th</sup>. Tommi is going to check with Cabinet about scheduling.

-It was decided to ask the Dean's Cabinet to have another active shooter training before the fall semester starts.

-Discussion was had to have a campus safety component to orientation. Jason Grimmis said he could head that up and present a 30 minute presentation. He will communicate with the Orientation committee.

## Budget update

-We have not spent anything since our last meeting. Our main budget still sits at \$13,102.63. With the reserve fund at \$19,333.42.

## AP campus lighting upgrade

-Tommi has done research and has gotten quotes for replacing/retrofitting the outside lights attached to the Airport Campus building. Out of 26 lights, only 6 are currently operational. Tommi proposes replacing them with LED lights that have 5000 lumens or more. 16 of the lights would be new and 10 would be retrofitted. All lights would have a dusk to dawn eye on them. In addition 3 emergency exit lights with battery back-ups would be installed. Tommi propose that we use \$7000 for this project. It was noted that we may get some of the money back from the enterprise risk management group funding, but that is not guaranteed.

-John Hartman motioned to approve the \$7000 and Kelley Turner seconded it. All voted in favor of spending the funds and Tommi will move forward with getting the electricians on site as soon as they are available.

## Security cameras update

-At present we have 48 cameras installed in total on both campuses

- 7 in the testing center on Donaldson campus
- 27 on the rest of Donaldson
- 14 at the Airport campus
- There is \$15,000 that has been held in reserve for a new server, more cameras and accompanying equipment. The new cameras will have facial recognition capabilities. We will be migrating the camera system from the virtual server at UM to the new server housed on our campus. IT is waiting for some equipment to be shipped before the process can be completed.
- The East Lot camera still has not been installed yet. Poles need to be installed to run wires and power needs to be connected to the lot. Cole also stated that an arm needs mounted to the pole as well. There is also a concern that trees may obstruct the view.
- At this time there is not a camera on the outside of the Cosmetology Entrance (East side). Valerie is to going reach out to Robyn, Mel, and Cari to start the conversation about outside cameras on the East and Southeast Exterior.

#### Future Date Discussions:

- Nursing Students will do CPR/AED training in the Donaldson Student Center-no certifications will be handed out. Date TBA
- Next Meeting Date: March 21<sup>st</sup> @ 3:00 p.m. at APC