



SAFETY COMMITTEE MEETING MINUTES

AP 119

October 30, 2025 – 3:00-4:00 p.m.

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.

Table 1: List of Safety Committee Members

<ul style="list-style-type: none"> • <input checked="" type="checkbox"/> Jason Grimmis, Director of Crisis & EM • <input checked="" type="checkbox"/> Melissa Mousel, AP Program Manager • <input type="checkbox"/> Sandra Bauman, Dean/CEO • <input checked="" type="checkbox"/> Kelley Turner, Exec. Dir. Of Operations • <input checked="" type="checkbox"/> Christy Stergar, Continuing Ed Coordinator • <input type="checkbox"/> Valerie Curtin, Exec. Dir. Compliance/Fin. Aid • <input checked="" type="checkbox"/> Nina Hansen, DON Admin. Associate DON • <input checked="" type="checkbox"/> Mary Twardos, Human Resource Generalist 	<ul style="list-style-type: none"> • <input type="checkbox"/> Courtney Radke, Nursing Instructor • <input checked="" type="checkbox"/> Cole Wagner, Computer Support Specialist • <input type="checkbox"/> Vacant, Faculty member • <input checked="" type="checkbox"/> Tommi Haikka, Director of Facilities • <input checked="" type="checkbox"/> Nolan Eggen, Fire & Emergency Services Inst. • <input checked="" type="checkbox"/> Kylie Carr, Gen Ed Division Manager • <input type="checkbox"/> Abigail Rausch, Director of Marketing • <input checked="" type="checkbox"/> Katelynn Eberhardt, Director of Student Wellbeing
--	--

Agenda Items:

Minutes Review: September meeting minutes approved.

Current Status, Incident reports:

- Kelly stated that there was an incident involving some juveniles in the Donaldson Campus. During the summer they were using skateboards in the hallways and were escorted out at that time. This week they returned with bicycles and were observed riding them in the hallways. They were extremely loud, left tire marks on the floors, and were disrupting classes. They were again escorted out and told to not return. Kelly is working with Helena Police Department to identify and formally trespass the students from entering Helena College property.

Fire Drill/Earthquake Drill Feedback:

- Fire drills were completed on the morning of October 21st. Both campuses were cleared under five minutes. There was some concerns with the radio communication. Some radios were not on the same frequency and others were difficult to hear what was being said. This will be addressed as soon as possible.
- The earthquake drill on October 22nd, utilized the Regroup system to test that system. There were only a few one-offs phones that did not received the notification on their phones and Jason and IT are working on those. Due to some lagging procurement renewal issues, the emergency clocks were not available to use during this drill. Cole state that they should be available soon for any upcoming events.
- The Lock-Down buttons were also tested after the fire drills and they are in working order. There are still some interior doors that are not in this system and Tommi is working with Burdocks to address these concerns. It was also confirmed that the key fobs do not work on the doors when in lock-down mode.

HHS Evacuation drill:

- Helena High school did a test run last Friday with 150 students in the event that they would need to ever evacuate to our Donaldson Campus. The entire population of Helena High is around 1100 students. The Donaldson Library, Student Center, Rooms 002 and 003 have been identified as spaces that could be utilized for student use in addition to

the Lecture Hall to be set up as a Helena High school administrative command center. The mock evacuation went smoothly.

- Some questions that were posed afterwards were as follows: Does our Dean need to cancel our classes if the entire Helena High population had the need to shelter in Donaldson? Does the Helena College first response team have a group text?

ERM:

- The risk officer assembled an enterprise risk management working group/committee, to identify and prioritize the institution's top 10 enterprise risks. The top ten risks will include no more than two in each category among the risk areas within the ERM framework (i.e. operational, financial, strategic, reputational, compliance, information technology) and the committee will establish a risk response for each using the Enterprise Assessment Mapping tool.

Security Cameras:

- The electrical wiring for the camera that will oversee the East parking lot at Donaldson Campus has been completed. Cole is hopeful that the camera will be up and operational by this upcoming Saturday.

Stair Chair:

- As a follow up to last month's discussion regarding the need for a stair chair on the Airport campus, Jason price checked for a new stair chair comparable to the model of stair chair that is now on the second level of the Donaldson Campus. He found that a new one would be around \$1,600. This discussion was tabled until December's meeting.

Budget:

- Tommi has ordered the additional sharps containers and will confirm the price at next month's meeting.
- The electrical expense for the camera wiring has not been taken out of the Safety Committee funds, yet. Tommi confirms that it stayed under the \$6,000 that the committee voted to spend.

Potential Training:

- **Jason would like to implement de-escalation training for Helena College front-line staff. This will be discussed at a future meeting.**
- **Christy inquired with the American Red Cross about facilitating first aid and CPR training for our employees. They would charge \$1700 for 10 people. This was deemed to be out of our budget. It was discussed that our nursing faculty may be in a position soon to offer training to our employees.**

Narcan Discussion:

- **Katelyn explained that neither Montana State University nor Great Falls College has a Narcan policy in place in reference to administrating to a student that is overdosing.**
- **It was discussed to have either a third party or our nursing faculty complete some training on how to administer the Narcan to Helena college employees. This will be addressed further at a future meeting.**
- **Kelley will talk to University of Montana Legal to get their input.**

Future Date Discussions:

- **Next Meeting: December 4, 2025 at 3:00 p.m. at the Donaldson Campus**