



SAFETY COMMITTEE MEETING MINUTES

AP Lecture hall

May 25, 2023 – 2:00-3:00 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.

- Mel Ewing, Chief Information Officer
 - Emily Schuff, Director of Student Life
 - 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
 - Melanie Heinitz, Administrative Associate – Academic Support Desk
 - Nina Hansen, Administrative Associate – DON Welcome Center
 - Mary Twardos, Human Resource Generalist
 - Lyn Stimpson, Fire & Emergency Services Faculty – AP Campus
 - 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
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Agenda items:

1. Minutes Review: April minutes were approved.

Current status, incident reports:

- The question of a staff member not complying with a sweepers request to leave the building during our last fire drill has been addressed via that person's supervisor.
- Kelley confirmed that it is NOT incumbent for a sweeper to stay with a person who refuses to leave, but to do one of two things: 1) In the case of the incident occurring during a drill, leave the person there and inform either Tommi or Kelley of the situation. 2) In the case of an actual fire, the sweeper would still leave the person there, but would inform the first responders where that person is located in the building. The sweeper must think of their safety.
- The Donaldson campus has had another incident of stolen property.

2. Safety inspection

- A full safety inspection of both campuses was completed by the Montana Labor and Industry Department in May. Tommi walked through all spaces on both campuses with the inspector. He just received the official report on this past Monday. We can view the report in the Safety Teams files. Facilities will take care of most of the corrections. The school has 30 days to correct the issues and respond to the report. The date to respond is June 20th, 2023. Tommi has submitted all of the other paperwork requirements to the MT Labor and Industry Dept. It was suggested that we do a twice a year self-inspections to help document for accreditation and insurance purposes. It was noted that the items listed as corrections are not that extensive and relatively easy to fix.

3. Active shooter training survey

- A question was asked to clarify the purpose of the survey discussed last month.

It was decided that sending a survey out would not be beneficial at this time until we clarify the purpose of the survey.

- We will look into having small trainings such as how to barricade a door and find exits, how to find multiple exits, how to stop the bleed, etc.
- We will look into doing an afterhours hands on training for those that may be interested.

4. Budget update :

- Welcome Center gate is installed, Tommi hasn't gotten the final bill yet.
- 42 students and staff/instructors completed fire extinguisher training this spring with Lyn.

FUTURE BUDGET update:

- Safety smart funding for FY24 will be cut 50%. Kelley will ask if this will affect the workman comp part of that pot of money.
- Applications have been submitted for funds to help with exterior lighting in the parking lots and more surveillance cameras for theft/loss. This is through ERM. Kelley hopes to hear something by June 6th.

5. Lighting update

- The south side of the APC parking lot now has lights.
- Facilities is working on replacing the heads on the Donaldson campus outside lights to

6. Security Cameras update :

- Cole has installed the SW door camera on the back side of the Donaldson campus (door by staff breakroom). There are 5 more to go up. One which will be on the APC.

7. Future Date Discussions:

- o Campus wide safety Trainings TBA
- o Safety fest in October 2023
 - online trainings in CPR AED, Hazmat training, etc. They are free to sign up. They schedule hasn't been set yet on their website.

Next Meeting June 29th @ 2:00 on the Donaldson Campus

