



SAFETY COMMITTEE MEETING MINUTES

DON 202

February 1st, 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.

- 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
- 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

Agenda items:

1. Minutes Review: January Meeting Minutes Approved

Current status

Incident reports: No incidents to report.

-During the cold weather, Maintenance was doing cold weather checks to keep an eye on sprinkler systems pipes to ensure freezing did not happen.

-Work had to be done on some of the pipes, so the water system had to be drained and the water froze on the sidewalk at Donaldson. Safety cones were put out.

2. Introductions:

-Two new members Courtney Radke, Nursing Dept. and Nolan Eggen, Fire and Emergency Services.

3. Active shooter training feedback:
 - Training took place on January 9th at the APC campus conducted by Officer Petty of the Helena Police Department. There were only 6 employees able to attend. Simulator guns were used. Tourniquet use was also demonstrated.
 - Tommi asked if we should offer another active shooter day.
 - Feedback was that the timing of the training was bad because it was the week before school started and many were busy.
 - Leadership does not want this to be a mandatory training.
 - Do we want to open up future training to staff at Bryant elementary and Helena High?
 - It was decided to get another date on the schedule with Officer Petty. Tommi will coordinate.
 - Kelly Turner will discuss with the public schools if they would like to participate.
 - We will get Jason Grimmis, our new incoming Director of Crisis and Emergency Response, input on this topic once he is on staff.

4. Budget update :
 - No new purchases since last meeting. Current Budget is \$13,102. 63. Reserve funds are at \$19,333.42.

5. Future safety improvements:
 - Tommi is working on getting estimates for lighting upgrades for the APC on the outside of the building, particularly the back side of the building.
 - Lock down buttons are operational, but they need to be tested before protocols can be created. When the power goes out, doors are automatically locked.
 - Nolan will facilitate a fire extinguisher training in April for faculty/staff.
 - AED training –possibly put on by the Nursing Department. Courtney will bring it up at the next Nursing Staff meeting.
 - John brought up that the National Guard puts on fairly realistic trainings for injuries, etc.
 - Nina pointed out that the new gate in the Donaldson Welcome Center is not working properly and that she needs to stand at the gate and hold the button down to shut it.
 - Paige suggested that we send out a survey to see what type of safety training Faculty /Staff would be interested in participating in. Potentially at the beginning of each semester, in paper form instead of an email. Abby will get a survey together.
 - Tommi has reached out to DPHHS about a stop the bleed training they put on, but hasn't heard back from them.
 - Kelly is working on getting Sharps Containers installed on Donaldson Campus. There are already some on APC.
 - Kelly is also working on getting some Narcan training. Courtney says that the nursing department had been talking about putting on a training for this.

6. Fire and Safety inspection:
 - Tommi and Kelley walked through both buildings yesterday, January 31st with the Helena Fire Department's fire inspector.
 - There were no major deficiencies. Some emergency lights need replaced and there was some suggestions for moving some furniture in class rooms to clear fire exits. A couple of breaker

panels needed access cleared to them as storage items had been placed near them. We were cautioned about extended use of extension cords.

7. Future Date Discussions:

Next Meeting will be on Thursday, February 29th at 3:00 p.m. on the Donaldson Campus.