



## SAFETY COMMITTEE AGENDA

AP Lecture hall

March 21, 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
- 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:

1. **Minutes Review:** February Meeting Minutes Approved.  
**Current status, incident reports:** No Incidents to report.
2. **Fire Drill:** Fire Drills will be on April 9<sup>th</sup> – 8:00 a.m. on APC and 9:00 on Donaldson. Paige will put it in the MMM and Melissa and Nina will put up posters on their respective campuses. Paige will double check with the Donaldson Faculty to ensure that there is no pressing reason not to have it at that time. Tommi will check in with all sweepers on both campuses and will notify both the Helena fire department and the alarm company.
3. **Safety Fest:** This is a free event. It is in Missoula this year on May 14-16<sup>th</sup>. It is in person this year. Some of the trainings include First Aid, OSHA 10, defensive driving, etc. If anyone wants to attend, they would need to work with their supervisors and register online.

4. **Budget update:** No new charges since last meeting. We are still at \$13,102.63. The reserve fund is at \$19,333.42.
5. **Future safety trainings:** Tommi talked to Melanie and Sandy about scheduling another active shooter training and stop the bleed training. We are looking at doing these trainings in August during IDD days on August 20-22<sup>nd</sup>. Tommi will reach out to Helena PD and the DPHHS to schedule these two events.

AED training will be held on April 16<sup>h</sup> in the Donaldson student center hosted by our nursing students.

Fire Extinguisher training will be held on April 25<sup>th</sup> in the APC Fire Bay at 1:00 hosted by Nolan Eggen.

**Future Safety updates:** Has all of the Ergo assessment funds been allocated? The safety committee had designated \$3000 last fall to be used for request for chairs, stand up desks, etc. Mary will let us know if some of those funds are left at next month's meeting.

With the end of the fiscal year approaching, all purchases need to be brought to our attention and voted on by the April meeting.

The Welcome Center gate on Donaldson is now back up and running with the remote operational.

6. **AP campus outside lighting.** The electricians have ordered the lights. The hope is to begin to install them in the next few weeks depending on the weather. This will be a \$7000.00 expense which was voted on and approved at last month's meeting.
7. **Security cameras:** The new server is almost ready and then Cole will start migrating stuff over from the UM server. There is no update on the cameras in and around the Cosmetology area. IT is always open to suggestions for future placement of additional cameras.
8. **Future Date Discussions:**  
Next Meeting on April 25<sup>th</sup> @ 3:00 on the Donaldson Campus.