



SAFETY COMMITTEE MEETING MINUTES

DON 204

April 25th, 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

Agenda items:

1. **Minutes Review:** March minutes were approved with the change of “Agenda” to Meeting “Minutes” as the header.
Current status, incident reports: Kelley stated that there are no incidents to report this month.

2. **Fire Drill, AED training, Fire extinguisher training Feedback:**
 - The Fire drills on both campuses went smoothly. Both campuses were cleared in under 5 minutes. The new walkie-talkies worked well.
 - The AED training on the Donaldson campus only had about 6-7 participants, but Courtney was happy to have these individuals trained. They consisted of a mix of staff, faculty and students.
 - For the Fire Extinguisher Training, there was only three participants, but Nolan thought that it went well. We will keep trying for improved numbers.

3. Emergency response:

-Jason is working to confirm who would get a call if there was an emergency in the middle of the night and if that person would have the authority to get a response out to all students and employees of Helena College.

-We do have an emergency alert system called Re-Group, but it is an opt-in system and isn't really advertised well.

-More discussion will need to be had on this in the future. Jason is going to discuss with Dean Bauman about procedures.

4. Budget:

-The last bill for installing the remote control for the Donaldson Welcome gate has been received. For a total of \$406.06.

5. AP campus outside lighting:

-All of the exterior lights have been installed on the Airport Campus.

6. Security cameras:

-No new updates.

7. Future Date Discussions:

- Campus wide safety Trainings-Possibility of a Cyber/internet security training for employees and students. TBD
- Active shooter and stop the bleed training. TBD Tommi is working on Sandy for the fall IDD days.
- Next Meeting: June 27th @ 3:00 at Donaldson Campus.