



SAFETY COMMITTEE MEETING MINUTES

DON 122

June 27th, 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
 - 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:** April Committee Meeting Minutes Approved
Current status, incident reports. None Reported
2. **Emergency response:**
 - Jason Grimmis will follow up with this at our next meeting.
 - Our one page Emergency Response is posted in all of the classrooms. Mary gives a copy of it to all new full time employees. The SOC number is posted on the updated flyer that is found under Campus Safety on our website.
3. **Security Cameras:**
 - There is a need for more outside cameras on both campuses. This would be about \$3,000 per camera. Tommi is asking the Safety Committee to consider helping to pay a portion of this cost. More will be known after the new Fiscal Year 25' budgets have been set.

4. Enterprise Risk Management:

-Kelley is proposing that the ERM committee responsibilities be absorbed by the Safety Committee, as both committees have similar goals and mission. It was noted that we are a small institution and these two committees overlap.

-This item has been tabled until next meeting as we are short members to complete a voting quorum.

5. AP campus outside lighting:

-This has been a big improvement. We received an ERM grant that will reimburse the \$7000 that the Safety Committee spent. The grant funds will be put back into the Safety Smart index.

6. Budget:

-We ended the year with \$5446.62 left from our regular budget. As stated above, we will be reimbursed by the ERM grant, so we will have approximately \$12,446.62 left going into FY25. In addition we still have the reserve funds of \$19,333.42. Kelley believes that we will be getting \$15,000 Safety Smart money for the next FY, but that amount has not been confirmed yet.

-It was suggested that we look at upgrading the lights attached to the Donaldson building to LED similar to what was done at the Airport Campus. This will be discussed more at next meeting.

7. Future Date Discussions:

- Active shooter and stop the bleed training:
August 22nd –Stop the Bleed training from 1:00-2:30 and Active Shooter training 3:00-5:00
- Next Meeting will be July 25 at 3:00p.m. at Donaldson