



## SAFETY COMMITTEE MEETING MINUTES

DON 122

July 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
- 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:** June Minutes Approved  
**Current status, incident reports:** No Incidents to report.
2. **Emergency response.**
  - Jason Grimmis has been going through our Emergency protocols and is putting together an emergency care plan. He is hoping to have it completed by the end of September to be implemented and on our website.
  - All SOC's have access to Regroup to be able to put out an alert to campus if needed. Regroup is a text and email program. It was recommended that all SOC's have refreshers on how to use the system to build familiarity. Our system is an opt-out system.
  - A discussion was had about what our after-hours call tree looks like and that everyone knows what the protocols are.
3. **Security Cameras:**
  - Cole stated that new cameras are running about \$3,000 each with licenses.

-Kelley wants to repurpose the 4 way camera that was in the e-sports area to the Donaldson student center.

-We have a handful of facial rec cameras. One will be going to get a good view of the main doors at Donaldson campus. Cole is waiting for the HVAC to be completed to install this.

-A discussion was had about priorities of future cameras. The Donaldson Library, the East Parking lot, the outside of the Cosmetology salon doors, the Airport Student Center and the area outside of the Machining lab on the West side of the building were identified.

-Follow up will be had at the next meeting.

**4. DON campus outside lighting:**

-Tommi is still waiting for the estimates for the outside lightning

**5. Budget:**

-We will have our budget numbers for the fiscal year at next meeting.

**6. Future Date Discussions:**

- Active shooter and stop the bleed training will be held for the faculty during their IDD days on August 22<sup>nd</sup>. DPHHS is running the stop the bleed training. Noel Petty will facilitate the active shooter training.
- Possibility of Narcan training to be discussed next meeting.
- Next Meeting Date: August 29<sup>th</sup> at 3:00 on Donaldson.