



SAFETY COMMITTEE MEETING MINUTES

DON 122

August 29th, 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.

- **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: Minutes for July meeting Approved
Current status, incident reports:
 - No student incidents to report.
 - The APC sprinkler system set off fire alarms on August 27th and the fire department responded. The city of Helena was having water pressure issues, which in turn affected our system. All students were evacuated from the building.
2. Lockdown buttons.
 - Tommi gave clarification of what the lockdown buttons are designed to do. At this time, if the button is pushed, they lock down all outside doors for entrance only (doors locked on the campus in which the button was activated.)
 - Testing of this system is planned soon.
 - Protocols are in the process of being created.

3. Classroom locking schedule and safety.
 - A discussion was had about when classrooms should be locked/unlocked. Some classrooms are locked after class, due to the expensive materials and equipment located in the space.
 - There is a concern that if all classroom doors are always locked, then if someone is trying to escape an active shooter, they will have no place in which to take shelter.
 - A discussion of having hammers available in the classrooms that have a window to be used as a secondary egress was had. This was tabled for another meeting.

4. Security Cameras:
 - Cole just got the mounting equipment to attach the camera that was previously located in the e-sports area to be reused in the DON Student center.
 - Cole will be adding a camera in the quiet space in the LLH. He has already added a camera in the main part of the Library that displays the front desk area.
 - Cole stated exterior cameras with license costs about \$2250.00 each.
 - Identified outside areas are the following:
 - *outside of the customer entrance of the Cosmetology area.
 - * outside of the east side of Don
 - *student center at APC
 - *west side of APC
 - It was proposed to purchase 3 cameras with safety funds: Cosmetology entrance, APC Student Center, and APC west side exterior. The motion was approved to spend \$6,600 on the three cameras.

5. DON campus outside lighting.
 - Tommi has received the estimates for the exterior lights attached to the Donaldson campus. This came to \$4800 for 15 lights. Tommi proposed that the safety committee approve up to \$5,000.00 to complete this project. This amount was approved.

6. Active shooter and stop the bleed training feedback:
 - This was a part of the faculty IDD days and they were well attended and there was positive feedback.
 - Nolan, Jason, and Kelley will go through the jump kits on both campuses on Wednesday, September 4th at 1:00 and complete an inventory. All are invited to attend, if desired. Mary will send out a calendar invite.
 - Jason is working on a template for an Emergency Operation Plan.

7. Budget. Roll over from last FY is \$ 33,903.24: \$19,333.42 of which was earmarked for immediate needs. This does not include \$15,000 we will be getting for this FY. Mary has asked to have a total of \$3,000 for the ergonomics program. She had some roll over from last year. Motion was approved to "top" off the \$3000.00 with a total of \$1366.87 of safety funds. Motion was approved.

8. Future Date Discussions:

- Fire Drill and Earthquake Drill pending for October. Dates to be confirmed at next meeting.
- Possibly test Regroup system on 9/11.

Next Meeting is September 26th at 3:00 p.m. on the Airport Campus.