



SAFETY COMMITTEE MEETING MINUTES

AP 209

September 26th, 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, Career Technical Education Program Manager
 - 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
 - Carr, Kylie, General Education Division Manager
 - Eberhardt, Katelynn, Director of Student Welbeing and Engagement
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Agenda items:

1. **Minutes Review:** August Meeting Minutes Approved

Current status, incident reports:

- A community member came to the Airport Campus a couple of weeks ago that caused some concerns. This person came to the Donaldson campus the following day. Discussion has been had at the Cabinet level about protocols and potential trainings to help those that are on the front line during situations. Jason has also left his cell phone number with the front desk personnel as another resource.
- A report was filed on an APC student that had presented verbally inappropriate behavior to other students based on their gender. The situation was handled by members of our Care Team. Kelly is encouraging all instructors to use our early alert system, Maxient, to alert the Care Team. Instructors do have the right to ask a student to leave the classroom for disruptive behavior.

2. Lockdown buttons.

-Neither lockdown button is currently working. The Donaldson button is down due to the HVAC construction. Tommi, our IT department, and Burdick's Locksmith is still trouble shooting the Airport button.

-At this time the protocol for going into lockdown status is to notify the SOC so that they can call 911.

-The campuses can be locked down using the PDK software.

-Christy asked who should be contacted in the event of a non-life threatening emergency in the evenings when the Community Education instructors are on campus. Tommi stated that his number can be posted around campus. Kelley will work on getting new signage posted.

3. ERM (Enterprise Risk Management)

-This committee closely mirrors the work with the safety committee. We both look at risks to the campus and how to mitigate/eliminate those risks. The ERM typically looks at the longer range plans (yearly) and meet only a couple times of the year. Kelley proposed that we merge the two committees as some members are on both committees. This would only add items to the agenda a couple times of the year. This would also open up different sources of funding.

-The motion was voted on and approved unanimously.

4. Security Cameras.

- Cole has ordered all of the approved cameras. This includes 1 four-way camera for the APC student center, 2 separate cameras for the west side of APC, and 1 camera for the cosmetology camera. All are in various stages of installation.

5. DON campus outside lighting.

-Tommi is still working on the bids. He is hoping to have them installed by next month.

6. Emergency bags.

-Tommi, Nolan, and Jason got together and sorted out the bags and inventoried everything. They identified items that are life-saving items. They pulled non- life saving items out and will spread those items around the campuses.

-Jason is going to price out one additional bag and corresponding items to stock it. Jason has access to a fund through Montana Tech that can be used on our campus for these purchases. The purpose of these bags would be for trauma situations.

7. Budget.

-We were only awarded \$10,000 for this fiscal year. Kelley and Tommi are looking into why it wasn't the expected \$15,000. This will be followed up on next meeting. Tommi will need to request the hold over funds from last year to be released for use from Cari Schwen in our Business Office. The Ergo Assessment person is retiring in December, so HR is looking at costs to have a new person available for these assessments. This service has been done for free up until now.

8. DLI safety stand down.

-This is a mandatory training for all of the facilities employees. The training will take place on October 16th. This training will include lifting safely, working on a ladder, and identifying safe practices to working in different areas such as mechanical rooms, and roofs.

9. Future Date Discussions:

- Fire drills will be on Wednesday, October 9th. The Donaldson campus will have theirs at 9:00 a.m. and APC will have theirs at 9:45 a.m.
- Great Shake Out Drill will be on 10/24 at 10:24 a.m. on both campuses. The ever alert system will be used on this.
- Nina and Melissa will put out flyers for both events.
- Next meeting will be on Thursday, 10/24 at 3:00p.m.on the Donaldson campus.