



SAFETY COMMITTEE MEETING MINUTES

AP 209

January 1/30/ 2025 – 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**, Program Manager of CTE - 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
 - **Carr Kylie**, General Education Division Manager
 - **Katelynn Eberhardt**, Director of Student Wellbeing and Engagement
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Agenda items:

1. Minutes Review: December meeting minutes approved.

Current status, incident reports:

Mary stated that an employer slipped and fell in the East Parking lot.

Action Items:

Instructions for the Lockdown buttons are progressing. They should be available to front areas soon.

2. DON campus outside lighting.

The lights have been installed/upgraded in December. It ended going over the \$5,000 budget by \$128.00 because one of the light fixtures needed rewired. All of the lights now work, including the Helena College sign in the front lawn of the campus.

3. Security Cameras update.

East side cameras may be installed on the maintenance garage that Helena College owns. Looking at Budget with Mel to see if there is money for this camera.

One external camera needs to be installed outside the maintenance bay door at the APC. This must wait for warmer weather.

Cosmetology has asked about a 4 way camera in the main salon area.

4. Regroup.

Students are automatically added. IT must manually add employees.

Cole is going to look into how to include adjuncts into the regroup system.

He will also look into the data on how to add all employees and see which employees are already signed up in the regroup system. This information will be brought to the next meeting.

5. DLI inspection at both campuses.

Tommi has the inspection reports. We have until the end of February to correct deficiencies. The maintenance department will be working on most of this. No major issues were found.

6. EAP/EOP (Emergency Action Plan/Emergency Operation Plan)

The EOP has been composed, which is comprised of 4 parts, the last part which is the all threat hazard annex was completed in December. The Deans Cabinet has until January 27 to suggest any edits. Jason will be printing out this part after all edits are completed. He is hoping to have Dean Bauman sign off on the new emergency operation plan by mid-February. He will then distribute it out to all on the Executive Level in hard copy and have it put on our website for all to view. Jason will all make sure that all external emergency partners will have access to the plan.

Jason will then turn his attention to writing our EAP. He is looking at two task forces, one team of 3-4 people for each campus.

7. Sharps box.

We have had a request for sharps boxes for the campuses. These would be for general use for those that may have medical issues such as diabetes, etc. There are currently sharps boxes in the bio labs and the nursing area. At this time, these departments share the cost of a company picking these up and disposing of them.

There are currently sharps boxes in the student main bathrooms at APC. Jason volunteered to be the one to pick up the full boxes and transport them to the pickup site on Donaldson campus.

8. Icy outside surfaces.

Tommi cautioned everyone to be careful of icy surfaces and if we see a problem area to let maintenance know.

Tommi is hoping that maintenance can purchase a mechanical sweeper machine to aid in keeping the ice off of the sidewalks.

9. Budget.

We have received the \$15,000 funds for this fiscal year into our Safety index.

We have spent \$6127.01 for the security cameras and \$5128.00 for the Donaldson lighting upgrade.

We can apply for the RTMD grant again this year to possibly cover the expense of the security cameras and the lighting upgrade.

10. AED: Questions were asked about the "shelf life" of the AED devices on both campuses. We are aware that the pads and batteries can expire. The question arose if the device itself can expire. Courtney and Jason will look into this.

11. Future Date Discussions:

- Fire extinguisher training -TBA in April/May
- Fire drill –TBA for March
- AED/CPR training scheduled on Feb 5th (11-12:30 at Don) and late March (possibly at APC)
- EAP presentation by Jason G. –TBA
- Next Meeting: February 27th at 3:00 p.m. on Donaldson Campus

