



SAFETY COMMITTEE Meeting Minutes

DON 132

May, 29, 2025 – 3:00-4:00 p.m.

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.

Table 1

• ☒ Jason Grimmis, Director of Crisis & EM • ☒ Melissa Mousel, AP Program Manager • ☐ Sandra Bauman, Dean/CEO • ☐ Kelley Turner, Exec. Dir. Of Operations • ☒ Christy Stergar, Continuing Ed Coordinator • ☐ Valerie Curtin, Exec. Dir. Compliance/Fin. Aid • ☐ Nina Hansen, DON Admin. Associate DON • ☒ Mary Twardos, Human Resource Generalist	• ☐ Courtney Radke, Nursing Instructor • ☐ Cole Wagner, Computer Support Specialist • ☐ Vacant, Science Instructor • ☒ Tommi Haikka, Asst. Director of Facilities • ☐ Nolan Eggen, Fire & Emergency Services Inst. • ☒ Kylie Carr, Gen Ed Division Manager • ☐ Abigail Rausch, Director of Marketing • ☐ Katelynn Eberhardt, Director of Student Wellbeing
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Agenda Items:

Minutes Review:

- April Meeting Minutes Approved.
- No incidents to report

Security Cameras Update:

- We were awarded \$2000 from ERM funds for security cameras. These cameras will be placed next FY on light poles east of the Donaldson Campus to provide security for our East parking lot.

First Aid Cabinets:

- Questions were raised on what items needs replaced in the first aid kits that are on both campuses and who would pay for the updated supplies.
- Tommi will research this topic and follow up with the committee at our next meeting.

Fiscal Year 2025 Summary:

- During August 2024 IDD days “Stop the Bleed” and Active Shooter presentations were given for the faculty.



- All outside lights attached to the Donaldson campus building were upgraded.
- Regroup and Amber Alert notifications are operating at 95% efficiency.
- Lockdown buttons on both campuses were tested and are working on all external and internal doors with the exception of a few identified doors that facilities are working on.
- Fire Drills will held on both campuses both Fall and Spring semesters. Tommi will update the emergency sweeper list before our drills next fall
- An Earthquake drill was held during the Fall semester.
- Six new security cameras were installed.
- Emergency Trauma bags were restocked on both campuses.
- Safety Awareness training was presented by Jason Grimmis with a variety of groups on both campuses.
- The nursing department facilitated AED training on the Donaldson campus.
- Fire Extinguisher training was offered by Nolan Eggen.

Budget:

- Current budget is \$41,933, this includes \$15,000 approved by OCHE.
- Expenditures for the FY was \$6969.61 and \$1500 spend by Mary for Ergonomic assessments.

Future Date Discussions:

- Purchase of more cameras will be discussed in upcoming meeting.
- Next Meeting: August 14, 2025 at Donaldson Campus at 3:00 p.m.