



SAFETY COMMITTEE MEETING MINUTES

DON 123

September 25, 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, Faculty member • ☒ 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: Mary Twardos needs to be added to the attendance of the August meeting. Minutes are approved pending that correction.

Current Status, Incident reports: No Incidents to report

1. Fire Drill/Earthquake Drill:

- o Fire Drill will be held on October 21, 2025. Donaldson Campus will have theirs at 8:30 a.m. and the Airport Campus will have theirs at 9:30 a.m. It was suggested that all sweepers check their walkie-talkies to ensure that the batteries are charged. Christy will send out a reminder email regarding battery checks to all sweepers. Tommi will work on updating the Sweeper

list as there has been some personnel changes. The lockdown buttons will be tested after the conclusion of the fire drills on both campuses.

- o Earthquake Drill will be held on October 22, 2025 at 10:22 on both campuses simultaneously. The EverAlert and Regroup systems will be tested at this time as well. The lockdown buttons will also be tested after the conclusion of the earthquake drills on both campuses.

2. Security Cameras:

- o Cole has installed a camera near the Cashiers office on the Donaldson campus.
- o A grant was awarded for \$2000.00 to be used to purchase a camera to oversee the East parking lot at the Donaldson campus. Tommi asked for up to \$6,000 to fund all of the electrical components/labor needed to install the camera on an existing light pole between the East lot and the Donaldson campus. This was approved.

3. HR Safety smart dollars:

- o The Safety Committee voted via email to fund \$2,000 to the Ergo fund that is managed by Mary Twardos in HR.

4. First Aid Cabinets/Health:

- o Tommi had assistance from the nursing faculty reviewing the contents of the large first aid kit located in the printing room in the Donaldson campus Welcome Center. Expired items were taken out and needed items were restocked. Melissa has a small first aid kit in her office area that is available for employees on the airport campus.
- o Tommi is still in the process of purchasing a second set of sharps containers to cover both of the campuses.
- o Katelynn has Narcan, but UM does not have a policy regarding the distribution process. Valerie suggested that Katelynn reach out to OCHE to see if they have a policy in place.
- o It was suggested that a training be held for all of the Supervisors on Call (SOC) in how to utilize the Narcan. It was also suggested to include some of the Airport Campus faculty into this group, as several of these individuals have EMT training. It was suggested that the college's nursing staff or Pureview might be able to facilitate the training.

5. Emergency Scenario Training:



- o This will be ran by Jason on October 3rd. There will be morning session starting from 10 am. To 12 p.m., and an afternoon session from 1:00 p.m. to 3 p.m. to cover all frontline faculty and staff. The new policy for emergency operations will be reviewed and 6 different scenarios will be ran through with the audience regarding real world events that may occur at one of our campuses.

6. Budget:

- o The safety committee has been awarded \$15,000 from the Safety Smart Fund for this fiscal year.
- o Mary has a small supply of ice cleats and will send out a reminder to new employees closer to the first snow. She will purchase appropriate sizes as needed.

7. Stair Chair:

- o Jason suggested that we possibly purchase a stair chair to be installed on the Airport Campus. The Donaldson Campus already has one. It was suggested that training needs to be done so that people are comfortable with using the chairs. Jason will check on the costs and discuss with Nolan. This will be discussed more at the next meeting.

8. Future Date Discussions:

- o First Aid/CPR – Possibly have Red Cross facilitate training
- o Next Meeting: October 23rd on the Airport Campus at 3:00 p.m.