

# SAFETY COMMITTEE MEETING MINUTES

APC 209

April 24, 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

<ul style="list-style-type: none"> <li>• <input type="checkbox"/> <b>Jason Grimmis</b>, Director of Crisis &amp; EM</li> <li>• <input checked="" type="checkbox"/> <b>Melissa Mousel</b>, AP Program Manager</li> <li>• <input type="checkbox"/> <b>Sandra Bauman</b>, Dean/CEO</li> <li>• <input checked="" type="checkbox"/> <b>Kelley Turner</b>, Exec. Dir. Of Operations</li> <li>• <input type="checkbox"/> <b>Christy Stergar</b>, Continuing Ed Coordinator</li> <li>• <input checked="" type="checkbox"/> <b>Valerie Curtin</b>, Exec. Dir. Compliance/Fin. Aid</li> <li>• <input checked="" type="checkbox"/> <b>Nina Hansen</b>, DON Admin. Associate DON</li> <li>• <input checked="" type="checkbox"/> <b>Mary Twardos</b>, Human Resource Generalist</li> </ul>	<ul style="list-style-type: none"> <li>• <input type="checkbox"/> <b>Courtney Radke</b>, Nursing Instructor</li> <li>• <input type="checkbox"/> <b>Cole Wagner</b>, Computer Support Specialist</li> <li>• <input checked="" type="checkbox"/> <b>John Hartman</b>, Science Instructor</li> <li>• <input checked="" type="checkbox"/> <b>Tommie Haikka</b>, Asst. Director of Facilities</li> <li>• <input type="checkbox"/> <b>Nolan Eggen</b>, Fire &amp; Emergency Services Inst.</li> <li>• <input checked="" type="checkbox"/> <b>Kylie Carr</b>, Gen Ed Division Manager</li> <li>• <input checked="" type="checkbox"/> <b>Abigail Rausch</b>, Director of Marketing</li> <li>• <input checked="" type="checkbox"/> <b>Katelynn Eberhardt</b>, Director of Student Wellbeing</li> </ul>
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## Agenda Items:

### Minutes Review:

- March Meeting Minutes Approved
- Current status, incident reports:
  - No incidents to report

### Security Cameras Update:

- Cole has installed a camera in the Donaldson Student Center.
- Efforts are being made to attain a grant to get cameras on the East side of Donaldson Campus to get coverage to the East and North East parking lots. Estimates for cameras and electrical costs are being attained from IT.
- The possible grants are the RMTD and the other is the Enterprise Risk Management group through OCHE.
- Next steps would be looking at blind spots on the APC.

## **Regroup:**

- The Regroup system was tested during our April 16<sup>th</sup> Fire drills.
  - 1295 emails were sent with 64 of those bouncing back
  - 1147 texts were sent with 42 bouncing back
  - 1192 voice messages with 28 unanswered
  
- Jason has helped about twenty people make sure that their Regroup account is up to date.
- All new staff and faculty from this point forward are automatically getting introduced to Regroup and given assistance to get their accounts activated. When they are off boarded, they will be dropped from the system.
- Students are automatically added to Regroup. Once Students are not registered they are dropped from the system.
- Plans are being made to have the Supervisors on Call personnel have opportunity to practice how to use the regroup system to send out messages if needed. There are scripted responses to use if applicable.
- Dual Enrollment students are included in the Regroup system and a better effort will be made to ensure that those students are aware that they are included.

## **Campus Safety and Beyond Feedback:**

- Jason has completed presentations with the following groups:
  - Airport Campus Instructors
  - Campus Coordinating Committee
  - Library Learning Hub
  - Donaldson Welcome Center
- Jason will talk with Cosmetology to set up a presentation time with them.

## **Emergency Action Plan/Emergency Operation Plan (EAP/EOP)**

### **Update:**

- The EOP has been signed by Dean Bauman and all documents in parts 1-4, which includes the policy and the basic plan, have been made accessible and are being uploaded to our website. Jason will then make about 15 hard copies to hand out to the Emergency Management Team in the event that the website is inaccessible. He will also share the plan with area emergency partners.
- Jason will be completing the EAP after the work on the EOP is completed.

### **Budget:**

- Tommi purchased two sharp boxes, but was unaware that they were only the inserts, so he will be ordering the external locking boxes. Tommi will apprise us of the complete cost at next meeting.



## **Fire Drill/Fire Extinguisher training.**

- Both campuses were evacuated in under 5 minutes.
- Tommi needs to update a couple of sweeping assignments.
- Only three people showed up for Fire extinguisher training. All three of these people had participated before, so the training was cancelled.

## **Future Date Discussions:**

- Drivers Training will be held for Helena College Employees sponsored through Department of Transportation. This is focused on those that drive Helena College owned vehicles, including our maintenance personnel.
- Will hope to schedule First Aid and CPR training next fall.
- Next Meeting: May 29, 2025 at 3:00 on Donaldson Campus.