



SAFETY COMMITTEE MEETING MINUTES

DON 122

February 2/27/25, 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**, Administrative Associate - 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

Agenda items:

1. Minutes Review: January Meeting Minutes Approved.
Current status, incident reports: No incidents to report.
2. Security Cameras update:
-Cole will discuss on Monday with Mel about funding for more cameras and about the potential for a radio dish.
3. Regroup:
-Currently only students are automatically added. Faculty and Staff must be manually added by IT.
-The committee recommends that all adjuncts are also added to the Regroup system. It would be up to each individual to opt-out.

- Cole will talk with Brad about Banner regarding phone numbers and if it's possible for Banner to automatically add employees.
- We will test the regroup system with the April fire drill.

4. DLI inspection at both campuses:

- Maintenance has completed all of the corrections noted in the report on the Donaldson Campus and have requested extra time to complete corrections on the Airport Campus.

5. EAP/EOP :

- Emergency Operations Plan (EOP) is completed and has been verbally approved by Dean Bauman. Once it has been officially signed by Dean Bauman, Jason Grimmis will work with IT and Amy Kong to get it on our website. Jason will also make hard copies for himself, members of Dean's Cabinet, Katelynn Eberhardt, Tommi Haikka, both front desks on Donaldson and the Airport Campus, and the Community Ed Center. Hard copies will be beneficial in the event that we lose access to the internet. Jason will give copies to our EMS partners such as the Helena Police and Fire Departments, and the DES for Lewis and Clark County.

- Emergency Action Plan (EAP) will be now be completed. An individual plan will be made for each campus, tailoring each plan to the individual needs of each building.

6. Sharps box:

- There are currently 2 sharps boxes locate in the student bathrooms at the APC, but it is unknown where the keys are for those.
- The committee voted and approved to spend \$300 to purchase 4 new sharps boxes and/or new inserts. Two boxes will be placed on each campus.

7. ERM:

- Kelley is asking for volunteers to sit down and identify risks that we would like to work on this next year. He would like to focus on employee resilience, but is open to suggestions.

8. AED:

- Nursing students ran an AED training in the Donaldson campus and Courtney reports that more people participated than last semester.

9. Safety awareness:

- Jason has posted Lockdown procedures by the buttons on the APC and will be meeting with the Donaldson Welcome Center next Tuesday.
- Jason has a campus safety presentation. He has presented for different groups at UM Western and MT Tech and is going to begin finding times to present to groups at Helena College. He will be presenting to the APC personnel on April 2nd at 1:00. He will be presenting to the CCC group on April 7th.

10. Budget:

-No change to the budget since last month.

11. Future Date Discussions:

- Fire extinguisher training- TBA
- Fire drill – TBA- in April
- Next Meeting: March 27th at 3:00 p.m. on Donaldson Campus