



SAFETY COMMITTEE MEETING MINUTES

DON 123

August, 14, 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: May 2025 meeting minutes approved

Current Status, Incident reports: Two high school students were found skate boarding in the Donaldson hallways. Tommi escorted them out.

1. Bylaw revision process

- o **Sandy presented the process to revise the Safety Committee bylaws. This is in response to the recommendations from the Northwest**



Accreditation visit last year. She directed us to Policy 100.5 to ensure that we are in line with the policy.

- o The committee discussed how to address the membership of the group. The question posed was how long a person should serve on the Safety Committee; should membership be defined by a rotational set number of years in a term or by position.**

2. Table top training exercise for frontline workers

- o Jason is putting together a training for all of the frontline workers at Helena College with scenarios that would incorporate law enforcement. The exercise would consist of high frequency, high severity or low frequency high severity topics. This is tentatively scheduled for October 3rd from 10- 12 or 1:00 -3:00.**

3. HR Safety smart dollars

- o Mary asked the committee to approve \$2000 for Safety smart dollars.**
- o The vote will go out over email to vote for the funds as quorum isn't present today.**

4. Regroup

- o We will do testing of the system again during the fire drill and/or earthquake drill this fall.**

5. Security cameras

- o Plans for installing two more cameras on Donaldson was discussed. Placement for the first camera would be in front of cashier's office and a second in the stairwell leading into the basement on the east side of the building.**
- o Further discussion will be had about placement of more cameras at the Airport Campus**

6. First Aid Cabinets

- o A discussion was had to where the money should come from for employee use. Tommi suggested that each department use their indexes for what they deem necessary. Further discussion will be had next meeting.**

7. Budget



- o **This will be discussed next meeting.**

8. Future Date Discussions:

- o Active shooter and stop the bleed training. TBD
- o Fire drill. TBD
- o Earth quake drill TBD
- o Next Meeting: September 25, 2025 at 3:00 p.m. at Donaldson