



SAFETY COMMITTEE MEETING MINUTES

DON 122

March 27, 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**, Program Manager - 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
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Agenda Items:

Minutes Review:

- February Meeting Minutes Approved.

Current status, incident reports:

- A Cosmetology customer slipped and fell. The person was not injured and Kelley is working with the Cosmetology department to add procedures to ensure that the cause of the incident is mediated.

Security Cameras Update:

- Robyn Kiesling has found funding for two more cameras in the library.
- Cole has reached out to Mel Ewing for possible funds for a camera for the East Donaldson lot. Mel is researching how much funding he will have left in the IT budget as the fiscal year end nears. Cole says this camera set up would be about \$2000. This will be followed up at the next meeting.

Regroup:

- Cole stated that Ed was able to dump a list of all current employees into Regroup. The process going forward will be to add as IT creates new accounts for new employees. It was requested that if possible that names be taken off the list when employees go through the off boarding process.
- Kelley will check with Dean's Cabinet to see if we should test the system during our April fire drills.

Campus Safety and Beyond:

- Jason Grimmis will be hosting presentations on Campus Safety on the following dates:
 - April 2nd -APC all are welcome to attend
 - April 7th - DON - for the Campus Coordinating Committee
 - April 8th - DON - Library for their personnel
 - April 9th - DON all are welcome to attend

Emergency Action Plan/Emergency Operation Plan (EAP/EOP):

- Jason is about ½ way done working with Paige Payne to get the EAP compliant for accessibility to put on our website.

Helena Public School Memorandum of Understanding (MOU):

- Kelley and Jason have been working with Bryant Elementary and Helena High School to update the MOU with them regarding using our space in case of emergency evacuation of either school. This agreement is also reciprocal, in the event that Helena College would need to evacuate our building. Kelley has sent the MOU to Missoula Legal for assessment.

Lock Down Buttons:

- Burdocks has added software to our PDK system that allows instructors to lock their individual classrooms in case of an emergency. There is a button on the inside of all of the doors that have the PDK locks on them. Tommi is checking that all doors are working correctly.

Sharps Boxes:

- Tommi has ordered two disposable sharp boxes for the Donaldson campus. They are 5qt boxes that are disposable. The cost was \$25 each. If these boxes prove to be a good quality, Tommi will order two more for the APC campus.

Budget:

- We have \$12621.88 in our budget with the \$50.00 for the sharp boxes pending.
- The workers compensation meeting was recently held and it was recommended that Helena College receive \$15,000 of Safety Smart funds for FY 26. This has yet to be approved by OCHE.

Future Date Discussions:

- Fire extinguisher training: April 17th at 2:30 p.m. in the Fire Bay
- Fire drill: April 16th. 8:30 at APC and 9:30 at DON
- CPR training: TBA
- Next Meeting: April 24, 2025 @ 3:00 at APC.