



SAFETY COMMITTEE MEETING MINUTES

DON 132

September 28th, 2023 – 3:00-4:00 pm

Helena College Mission:

Helena College supports our diverse community by providing the paths and tools necessary to assist learners in achieving their educational and career goals.

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.

- **Mel Ewing**, Chief Information Officer
- **Emily Schuff**, Director of Student Life
- **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
- **Paige Ferro**, Academic Administrative Coordinator
- **Nina Hansen**, Administrative Associate – DON Welcome Center
- **Mary Twardos**, Human Resource Generalist
- **Lyn Stimpson**, Fire & Emergency Services Faculty – AP Campus
- **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

Agenda items:

1. Minutes Review: July Meeting Minutes approved
2. Current status, incident reports: No incidents to report
3. Introductions: New Members include Paige Ferro
4. Security cameras update: Update given by Mel Ewing

-East Lot Cameras on the Donaldson cameras are ready to put up...working on getting the power to both the cameras and the gate to that lot. The cameras will then transmit footage back to the campus building.

- Two more interior cameras are going up in the Donaldson Campus
- We have received about \$15,000 that will be used for an on-site hardware storage for the camera footage. Right now it is stored at a virtual machine in Missoula. Due to the distance there are lags in the footage and we can only store about 15 days worth of footage. The new system will allow for about 30 days of footage and no lags in viewing the footage.
- Mel and Kelley will confirm where the funding is coming from and if it is a part of the ERM funding we received.
- We have 40 cameras installed and 2 more to install between the two campuses.

5. Future safety improvements

- John asked about LEDs solar lights for the parking lots and outside of each campus. John Rutherford is working with Third Element, but Kelley is not sure if it is solar or hardwired. Some of the ERM funding that we recently received will be going towards that outside lighting. One area of concern is the new entrance for the Cosmetology bay located on the back of the Donaldson Campus. Northwestern Energy installed an additional light pole on the Airport campus parking lot over the summer.
- John is concerned with the recent power outage. Due to the outage the safety equipment that vents fumes outside of the building quit working in the chemistry lab. Maintenance is working on fixing it.
- When the power goes out, the doors automatically lock from the outside. One issue that was brought up is that when the internet goes out at Donaldson, it affects the Airport campus internet as well and the airport campus had no way to lock the front door as that building still had power. Maintenance will work on it.
- Kelley brought up the concern of uneven sidewalks that may have "lips" that are tough for wheelchair accessibility.
- Tommi suggested having a third party do a safety assessment. It was suggested to partner with our peers to see if someone from an affiliate school has someone that could do the assessment for no or low cost before we go the outside entity route. Tommi will do some more exploration of options.
- It was also discussed to find an app or other avenue to allow students and employees a way to communicate safety concerns. Emily is going to look into the application options.

6. Budget update

- Emily spent \$57.50 for vinyl to make the signs for the fire doors on both campuses. The signs will be installed soon.
- We are waiting for the remote control for the Donaldson Welcome Center gate. Everything is ordered, but there is still \$877.00 from that pending.

7. Safety Fest

- October 16-20. Online trainings. Tommi has signed up and there are still some spots available. Abby will put it in the Student Newsletter as it is open to everyone.

- It was noted that we may need to ask a couple of additional faculty to join the safety committee as we have lost a couple due to new job opportunities outside of Helena College.

8. Future Date Discussions:

-Earthquake drill will be on October 19th at 10:19 a.m. It was discussed on how to get students and staff to participate. It was suggested to have students take selfies under their desk.

-Fire Drills will be on October 26th. Airport Campus will be at 8:00 a.m. The Donaldson Campus will be at 10:26 a.m.

-Next meeting will be on November 2nd at 3 p.m. at the Airport campus