



## SAFETY COMMITTEE AGENDA

Teams meeting

April 13, 2022 – 10:00-11:00 am

- **Mike Hausler**, Director of Information Technology
- ~~Tammy Burke~~, Division Chair of Trades
- **Emily Schuff**, Director of Student Life
- **John Rutherford** Director of Maintenance & Facilities
- **Kristina Kenning**, Nursing Faculty
- **Melissa Mousel**, Administrative Associate – Enrollment Services
- ~~Sandra Bauman~~, Dean of Helena College
- **Christy Stergar**, Continuing Education Coordinator
- **Valerie Curtin**, Executive Director of Compliance and Financial Aid
- **Melanie Heinitz**, Administrative Associate – Academic Support Desk
- **Bridget Guerin**, Administrative Associate – AP Campus
- **Mary Twardos**, Human Resource Generalist
- ~~Lyn Stimpson~~, Fire & Emergency Services Faculty – AP Campus

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### Agenda items:

1. Budget \$10,000.00 for FY22. \$3,000.00 (\$922.46 has been spent of the \$3,000.00) of those funds for workman's comp.
  - Spending Report:
    1. \$4000.00 Trades Division Cushion Trax Anti-Fatigue Mats
    2. \$750.00 Magnetic Frames: Emergency Procedures & Maps
    3. \$28.99 two-way radios, AP
  - Cari Schwen noted in an email that Facilities have maintained wall mounted First Aid Kits. John has scheduled regular maintenance on the first aid kits.
  - Request for two radio sets for APC and three more emergency vests.

Safety Smart money rolls over. Submit spending suggestion to Mike. John will check for extra vests in the maintenance area if none are found an order for emergency vests will be placed after an approval vote.
2. **John Rutherford: Emergency planning and procedures relative to Bryant Elementary**

Update the MOU with Bryant Elementary in case of emergency. Sitting down with Helena High and Bryant to discuss options. A plan needs to be put in place to handle additional students. Sandy will need to approve the MOU then a subcommittee will need to meet and plan the procedure steps.
3. **Camera Maps: Update (Mike) - A slight deviation from the last time we discussed this. I was approached by our Smart Board vendor about a camera company called Avigilon. I am waiting on a quote for a local server/appliance. This technology so far seems to have what we are looking for in wireless/site-to-site cameras for outdoor use and their software interface is very powerful and something I think we should look at. I hope to have that quote soon. This wouldn't be something I**

would pursue with safety smart funds. Gates will be add at the East parking lot on Donaldson Campus. Parking at the back Airport is changing as there will be a gate added with a key entry.

**4. SafetyFestMT:**

- SafetyFestMT – Missoula College, May 17-19 and virtual 5/23 – 5/27  
<https://safetyfestmt.dli.mt.gov/missoula>

**5. Emergency Procedures Display Frames Update**

- Donaldson Campus: complete
- Airport Campus: Egress maps are in the process of being updated by Christy.
- Post in MMM, HC Safety webpage.

**6. Fire Exit displays updated in each room and throughout:** Thank you Christy!

**7. Ice Cleats:** Last pair taken by an employee. Mary noted more will be purchased in the fall.

**8. Future Date Discussions:**

- Fire Extinguisher Training: Mike will visit with Lyn on a date to do the training.
- ADE & CPR Demonstration: The Nursing Department will be putting on one more demonstration April 13, 2022 from 11:30-2:30 on the Airport Campus.