



## SAFETY COMMITTEE MINUTES

DON 131

October 27, 2022 – 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.

- Mel Ewing**, Director of Information Technology
  - Emily Schuff**, Director of Student Life
  - Kristina Kenning**, Nursing Faculty
  - Melissa Mousel**, Administrative Associate - AP Campus
  - Sandra Bauman**, Dean of Helena College
    - Tricia Fiscus**, Assistant Dean of Administrative Affairs
    - Christy Stergar**, Continuing Education Coordinator
    - Valerie Curtin**, Executive Director of Compliance and Financial Aid
    - Melanie Heinitz**, Administrative Associate – Academic Support Desk
    - 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
  - Abigail Rausch**, Director of Marketing
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- Stephanie Hunthausen**, Executive Director of Career Technical Education & Dual Credit
  - John Rutherford**- Director of Facilities and Maintenance -Guest
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### Agenda items:

1. Minutes Review: September meeting minutes are approved.
2. Current status, incidence reports from 2021-2022
  - Valerie Curtin state that the only incidence we had on Campus for the FY 2022 was the book thief being on campus.
3. How we are going to run the safety meetings, voting and paper work process for expenditure.
  - Need to have at least 50% of committee to pass
  - Whoever asks for the funds needs to fill out the Safety Smart forms found in The Teams files and submit the PO.
  - It was stated that anyone can bring a proposal to the Safety Committee. Students can bring a concern or fund proposal through Emily Schuff

4. Feedback about the Earth Quake Drill
  - Possible use of text messages on student/staff phones to signify an Earthquake drill for next time.
  
5. Fire Alarm Drill feedback
  - It was requested that there be more information given to the new instructors/staff as turnover occurs so that all know what they need to do and how to get out. Mary stated that that information is in their onboarding packet.
  - It was suggested that both the Faculty and Staff Senate spend a bit of time on this at the first meeting of each semester to ensure that all new employees have it on their radar.
  - Valerie received feedback from some of the APC sweepers that their areas were too large to sweep quickly. She has adjusted the area/sweeper responsibilities for next semester's drill
  - A concern was voiced about our students with disabilities and it was suggested that Kim Feig be brought into the conversation to ensure that accommodations for all students are in place and everyone gets out safely and in a timely manner.
  
6. Goals: review and update emergency plans. List necessary emergency equipment. Get 80% of Helena College Staff CPR/First aid certified.
  
7. Outside lights: both campuses
  - There are concerns on both campuses regarding outside lighting in the parking lots away from the buildings themselves. As a short term solution, John Hartman is going to research solar floodlights (LED) to be installed until a more permanent solution can be put into place including finding the funding for the project.
  - John Rutherford stated that the APC lighting is in the long range planning to light up the back half of the parking lot as well as we have lit up the front half. He has had a conversation with NorthWestern Energy and together they are going to get look at it in hopes of getting a couple of poles up. They are also working on the Donaldson campus. John is looking at funding sources to replace/add lights to the South and West side of the Donaldson campus
  
8. Safety purchases: Knox box , Welcome center security gate, Airport Campus Exit only Man gate, Lock down buttons
  - Donaldson Campus Welcome Center Gate. Door Systems of Montana can install a solid door (like a garage door) with a control housed on the General Information desk for a total of \$9447.30 (See Below) –PASSED with 10 Safety Committee Members voting YES.  
 Cost Breakdown: Qty Description Cost Notes 1 7'4" x 10" Wayne Dalton Security Shutter with Silver Powder Coating. Tube motor, between jamb and under lintel mounting. Key switch control. Low voltage wiring to key switch control by Door Systems \$ 7,960.00 Door Systems of MT Tom Murphy 406-443-3131 1 Auxiliary closing device for Welcome Center desk. \$ 37.30 Door Systems High Voltage electrical wiring and conduit, low voltage wiring for auxiliary closing device to the desk by others. \$ 1,000.00 Electrician & IT Sub-Total \$ 8,997.30 5% Contingency \$ 450.00 Total Request \$ 9,447.30
  - Airport Campus Exit only Man Gate: This walk in gate would be for the back of the APC. Due to the electronic drive through gate being activated, there is no way to exit the back lot of the APC. This man gate would be able to be pushed open to exit the area, but will require a fob to gain entrance to the back area. This is a safety concern if there is an emergency and

students and staff must vacate the area and away from the building. Total Cost is \$1800 installed.

-PASSED with 11 Safety Committee Members voting YES

- Lock down buttons at the main desks at both campuses. With all of the interior doors going electronic, these boxes would allow staff at the main desks to automatically lock all of the doors on their respective campuses. Total cost installed for both is \$730.30.

PASSED with 11 Safety Committee Members voting YES

9. Future Date Discussions:

- Fire Extinguisher Training: Tabled for next meeting
- Date that is best for everyone to attend safety meeting.
- Campus wide safety Trainings Tabled for next meeting
- Next Meeting scheduled for November 17 @ 3:00. P.M.