



## SAFETY COMMITTEE MEETING MINUTES

AP Lecture Hall

November 2nd, 2023 – 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**, 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
- Debra Rapaport**, Nursing Program Director
- 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

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### Agenda items:

#### 1. Minutes Review: September Meeting Minutes Approved

Incident reports: No incidents to report.

-There was one accessibility report of the handicapped door buttons on the Donaldson campus not working. Facilities looked into it and it seems that someone had shut off the switches.

-Just earlier today, the Donaldson Campus was visited by Helena Police looking to visit with a student. After some investigation, it was determined that the student is an Access to Success student.

#### 2. Introductions: Debra Rapaport, Helena College Nursing Director, is our newest member to the Safety Committee.

3. Fire drill feedback:

-It was a cold day

-Both APC and Donaldson campus were all out under 5 minutes.

-The radios worked, but it was hard to hear over the alarms and we do need some more radios to ensure all sweepers have one. Tommi had previously purchased 16 and handed them all out.

4. Earthquake drill feedback:

-The clocks were buzzing on the APC and the Aviation students could hear them out in the hanger.

-However, the clocks in the Donaldson student center were really quite. Cole will investigate the volume control on the clocks.

-The clocks were also saying "This is an earthquake"

-Mel Ewing suggested we not test the regroup during a drill.

5. Active shooter training:

-Tommi and Kelley have met with Officer Petty and would like to set up a hands on active shooter drill during the winter break. A date will be set soon and a sign-up sheet put out through Vector. This will be a totally volunteer activity and be about 6-7 hours. It will have a cap maximum of 24 people, which will be split into three groups. This activity will also discuss wounds and bleeding as well.

6. Ergo funds: \$3000 is set aside for these purchases.

- We have gotten a few requests for chairs that are around \$570 each. The last two years we have spent \$3300 and \$4900 respectively. We are looking at cheaper vendors to purchase the chairs through. Also Kelley is looking at what UM does with their Ergo funds. UM has a cap of how much they will pay per chair. Anything over and above that amount, the departments are asked to cover. At this time we have \$2,457.47 left. It does not account for two chairs that have been requested.

-Kelley asks that we think about setting a cap on purchases and vote on it next meeting.

7. Budget update:

-We started with \$14,000. We have only used \$57.50 for the fire door signs and \$239.92 for the 16 new walkie talkies. That leaves us with \$13,702.58. We also have the rainy day reserve fund of \$19,332.42 .

-Tommi proposes that we purchase 10 more walkie talkies. This would help to cover the remainder sweepers. The purchase was approved. The purchase will be kept under \$300.00

-We cannot use Safety funds to stock first aid kits. We can use our funds to purchase a new one for an area that is lacking one.

#### 8. Safety Fest:

- Tommi attended the safety fest online courses. He sat in on a fire prevention and internal safety audits seminars. He felt they were informative.

#### 9. Future safety improvements:

##### Helena College Safety Applications:

-Emily has done some research about known applications. One she looked at was part of Vector solutions. It allows for live maps and reporting of suspicious activity.

-We could also educate our population how to use the free apps that are available.

-Emily recommends that we should think about what our priorities for campus safety and education are for our students, staff, and faculty and come up with a consistent campaign. Many of the services are more than we have a budget for. Emily will look into the prices. Emily and Kelley will ask UM what they use to see if we could tag team off of them. Emily's top three suggestions to educate our Helena College community are as follows:

1. "See something, Say something" make a report through maxient
2. Call 911 in case of an emergency
3. Make use of the settings on individual cell phones

-Tommi has touched bases with the Department of Labor and Industry to see if they could come and do a free of cost safety walk through. He has not heard back from them yet.

-Christy brought to our attention that community members have brought concerns about our unsafe sidewalk situation at Donaldson Campus due to the recent snow storm. Kelley suggested that an email be sent to HC Maintenance in regards to the sidewalks so that they can be taken care of.

-Kelley stated that John Rutherford has contractors coming to enhance parking lot lights on the Donaldson campus.

#### 10. Future Date Discussions:

- o Next Meeting: Thursday, November 30<sup>th</sup> at 3:00 on the Donaldson Campus