Present: Joey Clemens, Larry Brooks, Brad Gangl, Lisa Mock, Dr. Migler, Darrell Waters

Also Present: Tim Lewis, Bottineau County Emergency manager

Not Present: Michelle Davis

Notes from the April 3, 2018 meeting were reviewed. There were no edits recommended.

 Moved by Brad, seconded by Lisa to approve the minutes as presented. Motion carried.

**Tornado Drill**

A drill has been scheduled along with the city Weather Warning Siren for tomorrow at 11:50 am. The siren will run for one full minute. Dr. Migler will send out an Assurance NM notification for folks to participate in the drill.

**Drills**

Fire drill was held in the Administrative buildings on April 11th. It was noted that we need to identify a way to have designated safety monitors to direct folks to the designated areas. Suggestion was made to create a Safety Monitor kit which would include a vest, clipboard and whistle to assist in having people exit the buildings.

The fire door at the Book store does not retract on its own. It must be manually closed.

**Emergency Management/Risk Management audit**

The Quick Reference Guide has been updated and ready to publish this fall. The Risk Management Handbook will need to be updated by the Emergency Management committee. In addition we will need to develop a Continuity of Operations planning manual.

**Active Shooter Exercise**

Opportunity to participate in an exercise at the Kenmare High school was provided. This will be a busy week at DCB as it is the week of graduation. Tim may attend and will provide an update.

**Emergency Risk Management (ERM) Update**

The Data Sheet was reviewed. The risks identified haven’t changed. #9 risk scale has increased significantly due to the state budget reductions proposed by the Governor’s Office. Progress has been progress on advising. Dr. Migler will be submitting Risks and then, if like last year, the college will be asked to rate them. He may add a risk for dorm safety as the heating system (boiler system) and water systems are outdated and causing problems.

**Next meeting:** The next meeting will be held the first Tuesday of June at 3:00 pm (June 5). This will be held in TH2212 since the Alumni Center is reserved by another event.

Respectively Submitted:

Sandy Hageness