



Town of East Lyme

Health and Safety Committee

APRIL 24, 2014

MEETING MINUTES

Members Present:

Julie Wilson, Chair
Ed Ball
Renee Fecteau
Ron Bence
Karen Galbo
Victor Benni
Christine Dixon
Joe Bragaw
Anna Hartung
Rick Pape

FILED IN EAST LYME
CONNECTICUT
APR 30 2014 AT 9:10 AM/PM
KAREN GALBO CT
EAST LYME TOWN CLERK

1. ATTENDANCE
2. APPROVAL OF MINUTES FROM MARCH, 2014

Motion (1) Ron moved to approve the Meeting Minutes of March, 2014

Seconded by Victor.

Motion Passed 8-0-1 (Karen Abstained)

3. TRAINING MATRIX UPDATE

Renee has started working on the Training Matrix, she has it through 2010.

Julie stated they probably don't need to go back further than five years.

Joe sent something to Chuck, Rick, and Mike to get training information to them, and all Certificates need to go to Renee when people are done. Every department should also keep track of their own.

Anna entered the meeting at 7:05 p.m.



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Julie asked her to have that done by next month, and if it's done sooner to please email Julie what she has.

Joe stated the next training will be blood borne pathogen and CPR.

Julie stated Chuck will do CPR at the Health & Safety Fair. She also said they will have to train the Department Heads on accident reporting at a Department Head meeting.

4. HEALTH & SAFETY FAIR

The date of the Fair has been finalized for Friday, September 19th at the Town Hall. We will use the Park and Rec tent on the back lawn as well, and we have reserved the use of the Pavilion behind the Town Hall.

Ed is going to check with Dave Putnam to see if the tent will have sides on it, in case of rain.

Julie has emailed a "save the date" to all of last year's vendors. She also emailed Dick's Sporting Goods about a sponsorship and a donation request for a treadmill or elliptical for a raffle prize. She has also contacted Garmin.

Joe is going to reach out to the owner of Peachwave/Jaypro. He also suggested we reach out to health establishments in Town to see if they will make special arrangements for Town Employees.

Julie has contacted Brown and Brown regarding the use of wellness money for the Fair, since the date of the Fair will be after our start date with Aetna.

There was discussion of a program for the Fair, with sponsorship advertising. There will be the opportunity for a full page advertisement, half page advertisement or business card size advertisement. The advertisements should be camera ready when they are submitted to us. Christine and Karen will work on the program.

Ed and Victor will be in charge of the chili cook off this year.

5. BUILDING EMERGENCY PROCEDURES MANUAL – DISCUSSION

Joey Barbera will be ready in June to review with us. The June meeting will be moved to June 26th. The June 19th meeting will be cancelled.



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6. GENERAL DISCUSSION

There was discussion of having a Farmer's Market at the Fair this year. Julie asked Ron to contact vendors at the Niantic Farmer's Market and see if they can attend.

7. ADJOURNMENT

Motion (2) Renee moved to adjourn the meeting.

Seconded by Ron.

Motion Passed 10-0

Respectfully Submitted,

Karen Miller Galbo
Recording Secretary

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