



# Town of East Lyme

## Health and Safety Committee

MAY 15, 2014

### MEETING MINUTES

**Members Present:**  
**Julie Wilson, Chair**  
**Ron Bence**  
**Ed Ball**  
**Anna Hartung**  
**Christine Dixon**  
**Victor Benni**  
**Renee Fecteau**

FILED IN EAST LYME  
CONNECTICUT  
May 21, 2014 AT 3:40 AM (PM)  
*Lucretia Falco*  
EAST LYME TOWN CLERK

**Motion (1) Chris moved to approve the Minutes of the last meeting.**

**Seconded by Ron.**

The time for Anna entering the meeting was 2:05, and not 7:05.

**Motion Passed 6-0.**

The training matrix update was received from Renee. Everything has expired. Julie asked for members with budgeting and training experience who will serve on a sub-committee to help department heads arrange training for their departments. Victor and Ron will be on that sub-committee.

The department heads are going to have to be responsible to track the training of their employees, and submitting the training information to us. A lot of training has been done, but the information hasn't been submitted to Renee.

It is this Committee's responsibility to let the department heads know what training is necessary.

We will attempt to schedule training of multiple departments at once to save time and money. The most training will need to be for Public Works, and Parks and Rec.

Ron and Victor will have something to the Committee for our next meeting.



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Julie contacted Joey at CIRMA regarding the department head accident reporting. Joey is going to contact Darlene about going to a Department Head meeting and talking to them.

June's meeting is being rescheduled to June 26<sup>th</sup>. Julie has asked Darlene to put it on Paul's calendar, so he can attend.

Julie also talked to Joey about someone's concern about discussing injury reports at our meetings because of the HIPPA laws. There is no violation, because we are only talking about the incidents and the injury. We are doing that to protect the employees.

### **Safety Fair**

Anna discussed vendors that she had been in contact with.

Julie has updated the vendor letters, she has sent invites to everyone on our list. She also sent a letter to the Aquatic Center, and she thinks it is likely we can get a one year membership. She has sent sponsorship request letters to Dominion and to the Chamber of Commerce to distribute at their next meeting.

There was discussion of having a KI Pill table at the Fair.

Ron spoke to the Farmer's Market representative and gave her his number. He will go back when the Market starts up this year. We can give them the front lawn. Ron will give them a stack of registration forms to have each vendor register.

Anna is going to email the Niantic Farmer's Market.

Ed stated the tent will not have sides.

Julie has not heard back from Dick's or Garmin. She has emailed First Alert and asked them for the value of their donation.

The Building Emergency Procedures Manual Discussion was tabled to the next meeting.

Anna is going to call Dairy Queen about their reduced fat/sugar free ice cream. They sold them to us at a reduced rate last year.



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Respectfully Submitted,

Karen Miller Galbo  
Secretary

