



# Town of East Lyme

## Health and Safety Committee

APRIL 28, 2016

MEETING MINUTES

**Members Present:**

**Julie Wilson, Co-Chair**  
**Ed Ball**  
**Victor Benni**  
**Ron Bence**  
**Karen Galbo**  
**Chris Taylor**

FILED IN EAST LYME  
CONNECTICUT  
May 3, 2016 AT 1:50 AM/PM  
*Karen Galbo, etc*  
EAST LYME TOWN CLERK

**Members Absent:**

**Anna Hartung, Co-Chair**  
**Geoff Rouisse**  
**Joe Bragaw**  
**Mike McDowell**

**Also Present:**

**Mike Macek**

1. ATTENDANCE
2. APPROVAL OF MINUTES FROM MARCH 10, 2016

Motion (1) Ron moved to approve the Minutes of March 10, 2016.

Seconded by Victor.

Motion Passed 6-0.

3. AETNA WELLNESS FUNDS FOR YEAR ENDING 6/2016

There is \$6864.00 remaining in the wellness money.

**a. ITEMS COVERED FOR REVIEW**

We need to find out if the printing of the manuals will be covered by the wellness money.



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If we have to print it ourselves there will be the cost of the paper and the binders. We can buy paper with the holes in it already. The manual will go in a three ring binder, so if there are any changes or additions in the future people can easily take pages out and add them. Julie would like the cover to be printed in color.

Some incentives/raffle items that were discussed were memberships to area health clubs, the town pool, local gyms, and park and recreation programs. There were other ideas discussed such as possibly an exercise bike, kayak, etc.

We need to find out how much of the money we can use.

#### **4. INJURY REPORT 2/13/2016 – CURRENT**

There was a left forearm laceration at the Society Road pump station.

#### **5. TRAINING**

There was a discussion of the department heads being in charge of making sure their employees receive appropriate training.

- a. **RECENT TRAINING HELD**
- b. **UPCOMING TRAINING SCHEDULED**

#### **6. BUILDING EMERGENCY PROCEDURES MANUAL MEETING**

- a. **APPROVED – DISCUSSION ON MAPS/PRINTING**

The Manual was approved by the First Selectman, Fire Marshal, Sergeant McDermott, and Joey Barbera at CIRMA.

There was discussion on the Community Center map, and maps of other buildings.

#### **7. HEALTH & SAFETY EMPLOYEE TRAINING DAY JUNE 1, 2016**

- a. **CREATE OUTLINE FOR PRESENTATION OF THE MANUAL**

The format of the training was discussed. It was decided that this will be a “working lunch” as there will not be a lot of time for the review and training. There will be two sessions (10-12, and 12:30-2:30)



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The following was discussed for the training:

“If you see something say something”  
CT State Police Bomb Squad  
Workplace violence and coping with threats  
Shelter in place  
Active shooter  
Dispatcher presentation  
Millstone presentation  
Brief overview of the manual

**b. FINALIZE FOOD/INCENTIVES**

**c. DELEGATE COMMITTEE MEMBER RESPONSIBILITIES ON  
TRAINING DAY**

**8. GENERAL DISCUSSION**

**9. ADJOURN**

The meeting was adjourned at 3:50 p.m.

Respectfully Submitted,

Karen Miller Galbo  
Secretary