



Town of East Lyme

Health and Safety Committee

MARCH 10, 2016

MEETING MINUTES

Members Present:

Julie Wilson, Co-Chair

Ed Ball

Victor Benni

Joe Bragaw

Geoff Rouisse

Ron Bence

Karen Galbo

FILED IN EAST LYME
CONNECTICUT
MARCH 20 2016 AT 10:45 AM PM
Karen Galbo, etc
EAST LYME TOWN CLERK

1. ATTENDANCE

2. APPROVAL OF MINUTES OF FEBRUARY 11, 2016

Julie stated on the first page she would like: "health and safety trainings" to be changed to "for any reason during their shifts."

Motion (1) Joe moved to approve the Minutes of February 11, 2016 as Amended.

Seconded by Victor.

Motion Passed 7-0.

3. TREASURERS REPORT

A. HEALTH & SAFETY ACCOUNT

There hasn't been a change in our account.

B. AETNA WELLNESS FUNDS FOR YEAR ENDING 6/2016

Julie reported that there is \$6864 available from Aetna for 120 employees.

ITEMS COVERED/DISPATCH



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Items that are covered are fitness equipment, weights, Fit Bits, fitness memberships, massages. It cannot be used for sneakers.

Molly in Dispatch bought an exercise bike. There was discussion of possibly reimbursing her the money. It was suggested that all 4 of the dispatchers could use their portion of the Aetna Wellness money toward the bike.

PROCESS FOR RECEIVING FUNDS/REIMBURSEMENT

Invoices need to be submitted to Aetna and then they will reimburse. Victor will talk to Anna Johnson about the funds.

DATE FOR FINAL SUBMISSION FOR REIMBURSEMENT

Invoices need to be submitted to Aetna by June 15th.

4. INJURY REPORT 11/11/2015 – CURRENT

Julie reviewed the injury report she received from Renee. There was an injury at Hole in the Wall, an injury at Gateway, a fire department injury, a Fire Marshall injury, a Public Works injury, and a Commission on Aging injury.

5. TRAINING:

A. RECENT TRAINING HELD

Joe reported that Public Works in doing monthly training. He is keeping a matrix of all Public Works employee's training.

B. UPCOMING TRAINING SCHEDULED

Victor is going to review some training that can be done with CIRMA for all employees.

6. HEALTH & SAFETY EMPLOYEE TRAINING DAY

A. SET DATE/LOCATION

Julie is going to email everyone once a date is determined. She is going to ask Mr. Nickerson if the Training Day can be made mandatory.



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B. UPDATE ON TRAINING TO BE OFFERED

Various training ideas were discussed. There will only be a short time for training, and it was discussed that the training be tied into the Emergency Procedures Manual.

C. UPDATE ON FOOD/INCENTIVES

Ed got prices from Café Sol. There will be a Fit Bit raffle giveaway for everyone who attends.

D. DELEGATE COMMITTEE MEMBERS RESPONSIBILITIES

Julie will do the introduction and overview of the manual. Julie will ask Mr. Morris if he wants to give the overview of the Fire section of the manual, and thought him or Mr. Merola would be willing to do that. There was discussion of having Mr. Levandoski or someone from Dispatch doing various parts of the discussion on the manual.

7. BUILDING EMERGENCY PROCEDURES MANUAL MEETING

A. UPDATE

The Manual was reviewed. Victor is going to complete the Map to go along with it.

8. GENERAL DISCUSSION

9. ADJOURN

The meeting was adjourned at 3:40 p.m.

Respectfully Submitted,

Karen Miller Galbo
Secretary

