



**Town of East Lyme  
Health & Safety Committee  
Minutes for the September 8, 2016 Meeting**

**Members Present:**

Julie Wilson  
Ed Ball  
Victor Benni  
Joe Bragaw

**Members Absent:**

Anna Hartung      Karen Galbo  
Ron Bence            Geoff Rousse  
Chris Taylor         Mike McDowell

**Special Guests:**

Chris Olsen, ELPS Director of Security

Meeting called to order at 2:41 p.m.

**Approval of the minutes from July 14<sup>th</sup>, 2016**

Motion made by Ed Ball, seconded by Victor Benni, motion passed 4-0

**Set Dates for Fire Drills at town facilities:**

After a discussion, Julie would check with Mark Nickerson on a date that works best for him between September 19<sup>th</sup> and September 30<sup>th</sup>. Once the date was determined, she would check with the Fire Chief and Fire Marshal for available staff. Everyone agreed that when the drill is held, Anna Johnson and Mark Nickerson would be given advanced notice. This protocol would also be followed for the Community Center and would include the three Dept. Heads at that facility.

**Discuss Plan for 1<sup>st</sup> Lock Down Drill:**

After discussion, it was determined that the 1<sup>st</sup> drill should be held at the Community Center, as staff had experienced issues when there was an outside threat and they were told to lock down in the past. There was apparently a lot of confusion as to the procedure. Chris Olsen recommended holding a planning meeting with the Dept. Heads, and our Resident trooper, before setting a date for the drill. It was recommended that an email be sent to all requesting availability. Julie stated that she would send the email, and also make Mark Nickerson aware of the planning meeting.

**Injury Reports – April 27<sup>th</sup> – September 8, 2016:**

There were 4 reported employee injuries. The committee reviewed the reports and determined that there were no corrections that could be made that would prevent the incidents reported.

**Funding for Future Employee Training Days / Health & Safety Fairs:**

It was discussed that a meeting should be held at a later date with the First Selectman to determine if there was a possibility of adding a small budget line item to help cover the cost of an annual event. The available balance of funds collected from the 2014 Health & Safety Fair through vendor sponsorships in the booklet has dropped to \$175.97 after covering the costs associated with the June 1<sup>st</sup>, 2015 training.

**Recently Completed Trainings:**

Joe Bragaw has held regular safety meetings with employees. Nine more scheduled between September and April.

**Upcoming Trainings:**

Nothing additional to report.

**General Discussion:**

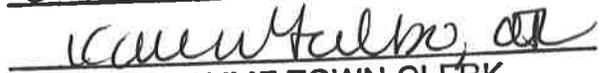
- Julie reported that the DVD for employees of our employee training day has been very slow. She doesn't have time to work on this during the day, so she has been trying to weed through it in her spare time and hopes to have it ready to submit to Carmen for creating the finished product by November.
- Discussion was held on creating a "survey monkey" for all employees of the Town and the Board of Ed to take regarding holding a future combined H&S Fair, possibly at the High School with questions like "what types of info would they like to have available", etc.
- It was recommended that Dept. Heads be asked to review their employee training matrix to determine what trainings their employees are due for.
- It was recommended that we look into the free trainings available through CIRMA. CPR will be due for most March 2017

Meeting adjourned at 3:35 p.m.

Respectfully Submitted,

  
Julie C. Wilson, Co-Chair

**FILED**

Oct 12 2016 AT 12:30 AM/PM  
  
EAST LYME TOWN CLERK