



Town of East Lyme Health & Safety Committee

Town of East Lyme Health & Safety Committee

Minutes for the Special April 20th, 2017 Meeting

Members Present:

Julie Wilson- Chair
Victor Benni
Tim Kruszewski
Kevin Carrico
Ron Bence
Brooke Stevens- Recording Secretary

Members Absent:

Chris Taylor

Guest:

Stephen Pendi

The Special Meeting of the Health & Safety Committee was called to order at 1:35p.m.

I. Approval of Minutes

• Motion (1)

Ron moved to approve the minutes of February 16th, 2017.

Kevin seconded the motion.

Vote: 6-0-0. Motion carried.

II. Status Reports

a. Injury Reports

Motion (2)

Julie moved to make an adjustment to the injury report review dates as they were incorrect on the agenda, and change the date to February 1, 2017 through April 19th, 2017.

Brooke seconded the motion.

Vote: 6-0-0. Motion carried.

There were no injuries during the review period.

b. Workplace Inspections

Victor said all the workplace inspections have been performed and we are waiting on a report.

c. Safety Suggestion Box

- The Safety Box has been installed; Ron is in charge of checking the box prior to every meeting.
- Julie will write a letter to inform employees of the box's presence and will see if the letter could be included with the weekly paychecks.

d. First Aid Kits

FILED

May 4 2017 AT 9:05 AM/PM
Caren Yulman, AT
EAST LYME TOWN CLERK



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Kevin reviewed Julie's suggested list for the first aid kits. He said the Community Center needs two first aid kits and added that their defibrillator is expiring in May. After a discussion amongst the committee, it was decided that two kits are needed at the EOC, one for the Dispatch Center, one in the Fire Marshal's Office and one for the Field Services Building.

- Kevin will make a spread sheet for all safety expiration dates.
- Kevin will utilize supplies he already has to replenish existing first aid boxes throughout town facilities; as well as to fully stock the 5 new boxes to be purchased.
- Julie said the Aetna Wellness money will cover the five boxes needed.

Motion (3)

Julie moved to approve the purchase of five new first aid boxes at a cost of \$48.90 each for a total expenditure of \$244.50 for five first aid kits.

Ron seconded the motion.

Vote: 6-0-0. Motion carried.

- Kevin reported on the status and locations of all defibrillators located at Town facilities. Kevin reported that the PD and Field Services building defibrillators are out of service and need to be replaced. He also reported that the pads in the unit at the Senior Center are expired and he would take care of replacing those. The unit at the Town hall was good, but the pads would expire in May of this year.

The committee discussed other locations in town that currently do not have defibrillators on site. Those three locations are the EOC, the O&M Building and the Smith Harris House. There is an additional unit located at Bridebrook Park the Kevin said he would add to his list.

- Julie will check with Steve Mansfield, Director of Ledge Light Health District and inquire about any potential grants that may be available to purchase units.
- Kevin has agreed to perform regular testing on Town Defibrillators moving forward as well as keep a log with the status of units, and inform the committee when service is needed.
- Steve will look up some potential Grants and forward Julie the links.
- Kevin will check with the Ambulance Association and see if any funding is available.

Julie asked to revisit the first aid kit agenda item. She stated that even though the Police all carry first aid kits in their cars, there are many times when there aren't officers in the building as they are on patrol. She suggested that one should be installed in the front lobby area as many outside organizations utilize the space for evening meetings. This kit will also be accessible to the administrative staff in the front office during their shifts.

Motion (4)

Julie amended her motion to change the number of first aid kits from five to six, in order to include the Police Station. The total expenditure request was now for \$293.40.



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Ron amended his second.

Vote: 6-0-0. Motion carried.

e. Employee Training

➤ **Recently Completed**

- Kevin did the required Bloodborne Pathogen and Hazcom training for the Niantic Fire Department and Water & Sewer.
- He will make list of the employees who haven't had training. Victor said many of the trainings can be done online. Victor will consult with Joe.
- Kevin said CPR & First Aid training was held town wide for employees.

➤ **Upcoming Trainings – Employee Training Day: May 10th**

Employee Training Day- May 2017

1. Approval of Schedule

The Committee reviewed the timeline for the Training Day.

Motion (5)

Tim moved to approve the timeline for Employee Training Day.

Kevin seconded the motion.

Vote: 6-0-0. Motion carried.

2. Available Aetna Wellness Funds Report

Julie reported that we have \$4,700 in Aetna Wellness money available for the event. She also reported that the Finance Director advised her that we have \$775.97 available in the Health & Safety Fund. Finally, Julie reported that her request for a donation from the East Lyme Ambulance Fund was granted. They have generously agreed to donate \$500 toward providing a "healthy meal" for attendees of the employee training day.

3. Review pricing and lunch options

The Committee discussed restaurants to inquire with regarding providing healthy food for the training lunch. Julie said she has researched local menus from a number of local restaurants and shared some options. She would put together pricing on what the committee chose as the best options and place the orders based on 100 people.

4. Raffle Prizes

The Committee discussed different raffle prize options brought to the meeting that were health and wellness related, and how the raffle will work. Julie asked Brooke to comprise a list of all the fitness places in Town.

Julie said that after the subtraction of funds for the first aid kits, we will have around \$4,400 remaining in the Aetna Wellness funds.

5. Signups for Training Day



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A list of jobs was discussed for training day, and all committee members volunteered to fill all necessary spots. A date was set for a "Special Meeting" on Thursday, May 4, 2017 to discuss the final details and assign any last-minute tasks prior to next week's training.

III. Adjourn

The Health & Safety Committee adjourned at 2:00p.m.

Respectfully Submitted,

Brooke Stevens,
Recording Secretary

A handwritten signature in cursive script that reads "B. Stevens".