



Town of East Lyme Health and Safety Committee

Minutes for October 12, 2017 Meeting

Members Present:

Julie Wilson- Chair
Chris Taylor-Co-Chair
Ron Bence
Victor Benni

Members Absent:

Tim Kruszewski
Kevin Carrico

Guests:

None

Health & Safety Committee meeting was called to order at 2:05p.m.

Approval of the minutes from August 10, 2017 meeting: Chris Taylor moved to approve the minutes Ron Bence 2nd the motion. Vote: 4-0-0. Motion carried.

Introduction of new committee members: Tabled until the next meeting
Election of officers: Tabled until the next meeting

Status Reports:

A. AED Funding:

Julie shared with the committee members that she filled out and submitted an application she received from Stephen Pendl for CIRMA's 2018 Excellence in Risk Management Award. Four applicants will be selected from the entities that have demonstrated outstanding risk management leadership results. Recipients will receive a \$2,500 grant to be used for future risk management purposes, they will be featured in an issue of CT&C and honored at CIRMA's Annual Meeting of members.

B. Safety Suggestion Box:

➤ Past Issues

Julie stated that she has spoken to Chief Finkelstein regarding the concern from our last meeting with the Dunbar employee that was charged with threatening a Federal Agent while in uniform. The Chief recommended reaching out to Dunbar for more information. Julie spoke with Rob Myer, Regional Vice President of Operations for Dunbar, who explained the entire vetting process they hold for each employee which includes an extensive Federal background check. He explained the incident that had occurred involving their employee in detail. He further explained that the incident went to court and there were *no charges brought against the employee*. Because of his exemplary history with the company, it was decided that the employee would remain on staff in an "unarmed" position until his carrying permit is reinstated. Mr. Myer explained that Dunbar has a "Zero Tolerance Policy" to which all employees must abide, and that violence of any type is grounds for immediate dismissal. Julie will draft a memo to distribute to employees ready for review at our next meeting.

➤ Current Issues

None

FILED

DEC 13 2017 AT 11:25 AM/PM
[Signature]
EAST LYME TOWN CLERK



Town of East Lyme

Health and Safety Committee

Injury Reports – 6/2/2017 – 9/28/2017:

The committee discussed in detail ten injuries, seven of which were deemed “unavoidable”, one to be referred to Joe Bragaw, one to be investigated by Ron Bence and one that resulted in a unanimous agreement by committee members that a HAZWOPER training by Steve from CIRMA would be beneficial. This would also be brought to Joe’s attention for scheduling. Additionally, Ron Bence will discuss with Dave Putnam, Director of Parks & Recreation, about holding a HAZWOPER training for Part-Time summer help in an effort to prevent a reoccurrence.

Employee Trainings:

Recently completed:

Julie reported on a Cyber Security Seminar that was recently organized by the Health & Safety Committee with the assistance of Carmen Ames from IT and presented by Steve Pendl from CIRMA. The session took place on September 21, 2017 at the Town Hall. Although attendance was light (12 in the a.m. and 12 in the p.m. sessions), the feedback from those in attendance was overwhelmingly favorable. Many people contacted Julie after the training that had heard positive reviews asking if we would be holding another session in the future, as they would like to attend. Julie will talk with Mr. Nickerson on the possibility of holding another sitting in the spring that would incorporate the latest update on Cyber Security. Chris Taylor suggested holding a future training at a different facility, suggesting the Community Center or the Field Services building as options.

Upcoming Trainings:

- Steve Pendl and Joe Bragaw have been coordinating schedules to hold a “Slips, Trips & Falls” training in the first or second week of December. As of today, that date was TBD.
- Julie asked for ideas for the annual 2018 employee training day. This training will be based on safety and security as we have been alternating with Health topics annually. Victor Benni suggested that they Cyber Security training could be incorporated. Julie said she would reach out to Chief Finkelstein to get his thoughts on incorporating an “Active Shooter” or similar workplace violence based training and/or potential drill. Victor suggested a portion of the training be dedicated to how to prepare for emergencies, such as, what you should have in an emergency “to go” kit, should we be faced with a natural or manmade disaster.

Motion to Adjourn

2:48 p.m. a motion to adjourn was made by Victor Benni, 2nd by Chris Taylor, Vote: 4-0-0. Motion carried.

Respectfully Submitted,

A handwritten signature in cursive script, appearing to read "Julie C. Wilson".

Julie C. Wilson, Chair