



Town of East Lyme

Health and Safety Committee

Minutes for August 9, 2018 Meeting

Members Present:

Julie Wilson – Chair
Ron Bence- Vice Chair
Chris Taylor
Victor Benni
Sgt. Mike Macek

Members Absent:

Kevin Carrico – Secretary

Guests:

Stephen Pendl – CIRMA

Health & Safety Committee meeting was called to order at 2:03 p.m.

Approval of the minutes from April 12, 2018

Victor Benni made a motion to approve the minutes, seconded by Ron Bence.

Employee Trainings:

- **Planning for Town Hall & Community Center Professional Development Training:** Mike stated that notice of the training should be posted a minimum of one week prior to the event on the entrances of the town hall and community center. The posting will state: **“The Town Hall (Community Center) will be closed to the public from 8 a.m. to 9 a.m. on ___/___/___ for an employee professional development training.”** This should also be posted on the town website.
- Victor mentioned the pre-training survey that had previously been discussed. Julie agreed that should be implemented and the information collected from employees could be incorporated into the training.
- Mike & Julie will meet with Mark Nickerson prior to the next meeting to update him on the plans and select potential dates. They will also suggest that field employees be allowed to participate at the training, half at the town hall, and the other half at the community center. This will afford all employees the same opportunity for professional development. Additionally, they will request that Mark ask the Department Heads at the next Department Head meeting to encourage their staff to review the building procedures manual they were issued in 2016 prior to the training.
- Ron will check into the communication capabilities at each location prior to the next meeting.

Recently Completed Trainings: None

Upcoming Trainings: Employee Professional Development – Date TBD

2018 Annual Employee Training Day – 5-9-2018:

- The Committee Reviewed the summary provided by KJR Consulting. A brief discussion was held regarding securing KJR for the 2019 Annual Training Day. Julie noted that all of the Thank You notes were mailed to EL Ambulance, CIRMA KJR & employees for their support and participation of the training.

Status Reports:

Safety Suggestion Boxes: No new suggestions received

FILED IN EAST LYME
CONNECTICUT
Aug 22 2018 AT 12:25 AM/PM
Shirley [Signature] ATC
EAST LYME TOWN CLERK



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Injury Report Reviews: 4/12/2018 – 8/7/2018:

One lower back strain was reported in April involving lifting a piece of equipment. The Committee determined that a "Sprains & Strains" Refresher should be given. One report of a tick bite in the Planning / Wetlands Department resulting in Lyme Disease.

General Discussion:

Julie Reported that the Annual Mike G Blood drive held at the Community Center on August 3rd was successful. While there was still a wait time longer than what we had hoped for, It was better than past drives. The chief complaint Julie received when she spoke with people that were there was that it seemed they were understaffed for the number of appointments that were booked. Julie will pass this information along to the Directors of the drive. The Red Cross had set a goal to collect 34 pints. There were 59 people that had registered to donate and 55 pints were collected. All in all, the drive was still a success.

The committee decided that a special meeting will be held next week on Wednesday, August 22nd, 2018 to continue planning the upcoming Professional Development training.

Julie reported that the Health & Safety Budget account was showing a balance of \$1,084.55. This was not an accurate amount as \$361.25 needed to be transferred to the Fire Marshal's miscellaneous account to cover the amount approved by the committee to expedite an emergency purchase of a new AED machine for the Police Department. The old unit was not working and parts were no longer available for that model. The committee agreed that the unit needed to be replaced ASAP as Celebrate East Lyme was scheduled for the next day. The funds in this account were acquired from the CIRMA grant award, and a donation received from East Lyme Ambulance Inc. to be used for employee trainings. Julie will review the budget and have an updated balance at the next meeting.

Adjourn

Next meeting:

Wednesday, August 22, 2018

Respectfully Submitted,

A handwritten signature in cursive script that reads "Julie C. Wilson".

Julie C. Wilson, Chair