



# Town of East Lyme Health & Safety Committee

Meeting - February 14, 2019

**Members Present:**

Julie Wilson-Chair  
Ron Bence-Vice Chair  
Chris Taylor  
Victor Benni  
Jane Bowen

**Members Absent:**

Sgt. Mike Macek

**Guests:**

Stephen Pendl-CIRMA

**H & S Committee Meeting called to Order at: 2:08 PM**

**1. Attendance**

**2. Approval of Minutes:** 12/13/18 – Chris Taylor, 2<sup>nd</sup>: Ron Bence

**3. Election of Officers:** Chair – Julie Wilson nominated by Ron Bence, 2<sup>nd</sup>-Chris Taylor  
Vice Chair – Ron Bence nominated by Julie Wilson, 2<sup>nd</sup>-Chris Taylor  
Secretary – Jane Bowen nominated by Ron Bence, 2<sup>nd</sup> Victor Benni

**4. Injury Reports:**

**Review: 12/12/18 – 2/12/19, as reported by Rebecca Lucovich - HR**

1 Injury reported, on 1/25 occurring at Dispatch, an employee tripped over a bag/backpack of another employee that was sitting on floor in walkway. Employee suffered twisted left knee.  
Safety Suggestion to Address Condition: Slip/Trip/Fall Posters to be posted

**5. Status Reports:**

Safety Suggestion Boxes – No new suggestions received

**6. Employee Trainings:**

**Recently Completed: Town Hall 12/14/18 Drill Review –**

- Internal communication needs to be addressed (intercom capabilities), as well as at the ELCC
  - Protocol clarification regarding dialing 911, reminder to contact Dispatch prior to Safety Drill
- Concern was expressed as it is unknown if Carmen Ames has been able to make progress with the intercom capabilities at either location.

**Set Date for Field Services Training:** Victor Benni will inquire with Joe Bragaw for suggested time/date.

Suggestions prior to FS Safety Drill: Have an all employee pre-drill meeting with hand-outs. To address concerns of potential employees with knives, etc and being startled.

**7. OSHA Requirements:** Justin Porter would like OSHA required programs for department heads, set up on line if possible. Such as: BB Pathogens, Hazmat Communications, Fire Extinguisher Protocol etc.

**Requirements:**

- Must sign up
- Can do as regional event?
- Suggested Dates for April?
- AED – Battery Maintenance funds – determined available from roll-over

**New/Innovative Risk Presentation:** Last year was effective. However, suggest more scenarios

**Tentative Scheduling:** May-Wednesday's, 1<sup>st</sup>, 8<sup>th</sup>, or 22<sup>nd</sup> – check w/ Sr Center Availability of Activity Rm

**Suggested Topic:** Cyber Spoofing

**8. Adjourn: 3:05 PM**

**Next Regular Meeting Date:** April 11, 2019

Respectfully submitted,

*Jane Bowen*  
Jane Bowen

FILED

Mar 15 2019 AT 1:15 AM (PM)  
*Karen Mulm*  
EAST LYME TOWN CLERK