



Town of East Lyme Health & Safety Committee

Special Meeting – July 9, 2019

Members Present:

Julie Wilson-Chair
Ron Bence-Vice Chair
Jane Bowen-Secretary

Chris Taylor
Victor Benni

Guests:

Stephen Pendl-CIRMA

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

1. Attendance

2. Approval of Minutes: 4/11/19 – Victor Benni, 2nd: Ron Bence. Motion passed unanimously.

3. Injury Reports: 4/10 – 7/8/2019 – 3 Injuries reported

4/25 - Full Time Fire Dept Employee experienced chest pains, nausea & headache while driving ambulance to L&M

5/5 – Volunteer Firefighter knee injury on scene of a working structure fire.

6/25 – Police Officer sustained a dog bite on a residential call.

Suggestion: Establish protocol to notify homeowners of service calls/ inspections/emergency access/regularly scheduled meter readings etc, requiring Town Employees to be on residential property must have pets secured prior to access. Suggestions: Inserts in utility bills w/estimated reading dates, Face Book notification in the event of emergencies specific to an area, Standard expectation list distributed with construction permits. Victor Benni will discuss topic with Joe Bragaw.

4. Safety Suggestion Boxes: As per Ron Bence - No new suggestions received

5. Municipal AED's & First Aid Box Report: \$1,000.00 has been budgeted for maintenance of AED units, it is determined FSB in need of a new unit as first priority. The topic of First Aid Kit servicing/stocking discussed. Ron/Chris will compare options available, pricing and OSHA mandated contents.

6. Building Emergency Procedures Manual Review of Pages 1 and 2: Discussions regarding revisions and alterations to 2 pages agreed upon and will be updated for future publication.

7. Employee Trainings:

a. Recently Completed: Annual Employee Training occurred on 5/8 and was attended by 74 employees

b. Upcoming: Active Shooter Drill to be scheduled for Water/Sewer Facility
Potential for payroll inserts on H & S topics-such as Tick borne illness, lifting, etc.

Annual Red Cross: Mike G. Blood Drive scheduled for Friday, 8/2/19, 12:00 – 6:00 PM

c. Annual Facility Training: Determination made that Active Shooter Drills should take place every other year at each location.

8. Adjourn: 3:38 PM motion to Adjourn made by Ron Bence, 2nd by Victor Benni

Next Regular Meeting Date: August 8, 2019

Respectfully submitted,

Jane Bowen

FILED

July 26 2019 AT 2:00 AM/PM

EAST LYME TOWN CLERK