



Town of East Lyme Health & Safety Committee

Special Meeting – August 14, 2019

Members Present:

Julie Wilson-Chair

Sgt Mike Macek

Ron Bence-Vice Chair

Victor Benni

Jane Bowen-Secretary

H & S Committee Meeting called to Order at: 2:04 PM


1. **Attendance**
2. **Approval of Minutes:** 7/9/19 – Ron Bence, 2nd: Mike Macek. Motion passed unanimously.
3. **Safety Suggestion Boxes:** As per Ron Bence - No suggestions received
4. **Municipal AED's & First Aid Box Report:** Quote for new AED unit \$1,445.00, received. Evaluation of various companies completed for OSHA approved stocking and servicing of First Aid Boxes. Determination evaluated for products, pricing and service.
Decision to use Common Cents - EMS Supplies, a local merchant has been made. Ron will place order to restock all town first aid kits following OSHA requirements.
5. **Building Emergency Procedures Manual Review of Pages 3, 4 and top of 5:** Discussions regarding revisions and alterations to 2 1/2 pages agreed upon and will be updated for future publication.
6. **Employee Trainings:**
 - a. **Recently Completed:** Reminders to Supervisors to address with staff CIRMA updates/topics on regular basis. Employees should sign a participation sheet for 'Tailgate Talks' with the topic of the discussion or title of hand out on the top of the form.
 - b. **Upcoming:**
 1. Mike Macek will schedule Active Shooter Drill for Water/Sewer Facility
 2. Payroll Insert topic 'Ticks & Mosquitoes' and 'Lyme Disease' flyers.
7. **Grant Discussion:** The CIRMA Grant application is due August 31st, 2019
8. **Adjourn:** 3:05 PM motion to Adjourn made by Victor Benni, 2nd by Ron Bence

Next Meeting Date: Thursday, October 10, 2019

Respectfully submitted,


Jane Bowen

FILED

Sept 14 2019 AT 12:05 AM/PM

EAST LYME TOWN CLERK