



Town of East Lyme Health & Safety Committee

Meeting — October 22, 2020 2:00 p.m.

Members Present:

Julie Wilson-Chair

Sgt. Mike Macek

Victor Benni

Ron Bence-Vice Chair

Jane Bowen-Secretary

Invited Guests: Jess Videll

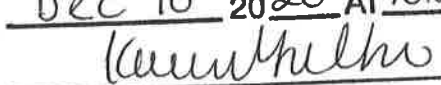
1. **Attendance** - H & S Committee Meeting called to Order at: 2:07 p.m. *Julie Wilson noted this was the first meeting held by the committee since December of 2019 due to the COVID-19 pandemic. All future meetings will be via Zoom until it is determined that in person meetings can continue.*
2. **Approval of Minutes 12/12/19** — Correction noted re participants at meeting: Justin Porter was removed from Members Present. Motion to approve as corrected - Victor Benni, 2nd. Ron Bence
3. **Status of funds:** Julie Wilson reported: H&S funds available \$662.89. AED funds available: \$555. A new AED unit was purchased for the Field Services Building and installed by Ron Bence in September. The invoice for \$1,445 submitted to Finance on September 9th. An additional \$1,000 will be requested in the 21/22FY budget to maintain the program. **AED Update:** Unit issue at ELCC has been resolved/returned to service. Next priority is replacing unit at Bridebrook Park. Ron will provide status of all town AED's at next meeting so expiration dates on pads, batteries and unit replacement dates can be tracked.
4. **Injury Reports 4/9/19 – Current:** There were 19 reported work-related injuries within the 18-month timeframe. The committee discussed all in detail and determined that 14 incidents were occupational hazards, 2 injuries prompted the recommendation of a training assignment to address Pains & Strains, 1 was related to an injury resulting from separating new trash receptacles - Ron Bence will address providing safer options for completing this task 1 injury to an officer which occurred while trying to restrain a suspect will be addressed by Sgt. Macek through training. The final injury of a restroom stall door falling on an employee's foot was determined to be an unforeseen accident.
5. **Building Emergency Procedures Manual Review Status:** Completed through page 10, discussed possible addition of Pandemic Protocols following CDC and Dept of Health guidelines. Committee agreed that this would be too broad of a scope to effectively cover, so it will not be added to the manual. The remainder of the manual to be reviewed is related to public safety. It was agreed upon by the committee that Julie Wilson and Sgt. Macek will complete the review and updates and make alterations as necessary to ensure it is ready for release by 1/2021.
6. **Employee Trainings:** All In-person training is on hold due to Covid-19 and Cirma on-line training will be used in the interim. In person trainings will resume when restrictions are lifted.
7. Set special meeting date: November
8. Adjourn: 3:10 PM

Next Regular Meeting Date: 12/10/2020 @ 2:00 PM

Respectfully submitted,


Jane Bowen, Recording Secretary

FILED

Dec 10 2020 AT 10:25 AM/PM

EAST LYME TOWN CLERK