



Town of East Lyme

Health & Safety Committee

Meeting — December 10, 2020 2:00 p.m.

Members Present:

Julie Wilson-Chair
Jess Videll

Ron Bence-Vice Chair
Sgt. Mark Hallbauer-ELPD

Jane Bowen-Secretary

1. **Attendance** - H & S Committee Meeting called to Order at: 2:03 p.m.
2. **Approval of Minutes 10/22/20** — Motion to Approve made by Ron, 2nd by Jane, motion passed.
3. **Status of funds available:** \$662.89 in the H&S account; \$565.00 in the AED Account. 20/21 FY Budget to be submitted includes the annual ask for \$1,000 in additional funding for the AED account. If approved, the available amount on July 1st, 2021 will be \$1,565.00. This will be enough to replace the unit at Bridebrook Park. Ron will provide an update on status of all Town AED and pad, expiration dates so a replacement schedule can be created.
4. **Injury Reports 10/22/20 - Current:**
11/25/20 Location/Staff: PD, Injury: Human bite – Determination: Occupational Hazard
11/30/20 Location/Staff: Dept of Public Works, Injury: Cut to head on jagged metal during meter reading. Ron Bence would look to see if there was something that could be done to eliminate the jagged metal.
5. **Building Emergency Procedures Manual Review Status / FMO Recommendations:** 98% of content addressed. Fire Marshal after review recommended creating maps showing locations of alarms, fire alarms, exit locations, fire pulls, safe rooms. Julie noted this was supposed to be part of the original version; however, the maps were never completed. She will work on creating the maps for inclusion in the updated manual and completing final edits.
6. **Employee Trainings: Resent:** None to date due to Corona status.
Future: None pending until COVID-19 restrictions are lifted.
7. **Election of Officers 2021:** Change of Chair position to include 2 Co-Chairs
Co-Chair Nomination for Ron Bence by Sgt Mark Hallbauer Nomination 2nd: Jane Bowen
Co-Chair Nomination for Jess Videll by Julie Wilson 2nd: Sgt Mark Hallbauer
Secretary Nomination for Jane Bowen by Julie Wilson, 2nd: Ron Bence
Additional Committee Members Noted: Representative of EL Police Department - Sgt Mark Hallbauer Ben North and TJ Spada. Julie Wilson attend meeting as a consultant for 2021 year.
8. **Set Meeting Schedule for 2021:** Will be created by Ron Bence and Jess Videll
9. **Adjourned:** 2:30 PM Next Regular Meeting Date: 2/11/2021 @ 2:00 PM

Respectfully submitted,

Jane Bowen, Recording Secretary

FILED

Jan 22 20 21 AT 11:50 AM/PM

EAST LYME TOWN CLERK