

Town of



East Lyme

Health & Safety Committee

108 Pennsylvania Avenue
P.O. Box 519
Niantic, CT 06357

MEETING MINUTES – DECEMBER 5, 2023

Members Present:

Julie Wilson, Ron Bence, Mike McDowell
Bob Neville, Daphne Doran, Denise Compton

The Health & Safety Committee meeting was called to order at 2:02 p.m.

Approval of Minutes 11/7/2023: motion to approve (with one correction noted by Julie Wilson: a misspelling of Ron Bence's name) 1st Bob Neville 2nd Ron Bence. Motion passed unanimously.

Status of Funds Available / Necessary Purchases: Status of funds available were unknown. Ron to find out for the next meeting.

Status of AEDs and first aid kits: Ron provided an update of AEDs, pad and units for FSB, PSB, ELCC and Town Hall. It was decided to have Robbie regularly check first aid kits and AEDs for expiration dates. It was noted that pads are needed for the public safety building.

Injury Report: An injury report was not available. One should be available by the next meeting.

Fire Drills: Fire drills are resuming and the first one was at Town Hall today, December 5th. Julie reviewed how successful it was. She also noted the importance of the Evacuation Roll Call Attendance form for accountability of all employees. This was given to all department heads. Bob noted that a fire drill is scheduled for FSB in January. There will also be a fire drill for the community center in the next two weeks.

Health & Safety Fair Planning: Emails will be gathered for all possible vendors and sent to Bob who will develop a master distribution list. A mass email will be sent to invite the vendors. The email will also have a link so that they can go to sign up if interested. It is hoped to have the email ready to go out by the end of January. Julie is looking into having a link on the town's website for the fair. Daphne is going to work on the brochure.

Next meeting: Julie changed the meeting for January from the 1st Tuesday to the 2nd Tuesday. Remaining meetings in 2024 will be on the 1st Tuesday of the month at 2pm.

Motion to adjourn made 1st Daphne Doran, 2nd by Mike McDowell. The meeting was adjourned at 2:57 p.m.

Respectfully Submitted,

Denise Compton
Health & Safety Recording Secretary

Caullin M. McDaniel
TOWN CLERK

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