

# Town of



# East Lyme

Health & Safety Committee

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

## MEETING MINUTES – FEBRUARY 6, 2024 – 2:00 p.m.

### Members Present:

Julie Wilson, Ron Bence, Daphne Doran, Denise Compton

Absent: Bob Neville, Kevin Gervais, Mike McDowell

Call to Order: The Health & Safety Committee meeting was called to order at 2:32 p.m.

Approval of Minutes 12/5/2023: motion to approve 1<sup>st</sup> Ron Bence 2<sup>nd</sup> Daphne Doran. Motion passed unanimously.

### NEW BUSINESS:

- Daphne was asked if the Active Shooter video could be used for the upcoming assessor's meeting. Julie confirmed it will be available.
- Daphne presented an idea to Julie asking if it would be possible to have a day for scheduled 20-minute chair massages for Town employees. Any employee who schedules a time slot also would cover the cost. Daphne and Ron will coordinate to schedule someone.

### OLD BUSINESS:

- Status of funds available / necessary purchases: Ron reported there is \$909.65 of H&S funds encumbered in a purchase order for AED equipment.
  - Ron -Status of AED's: Town Hall's expires on 3/20/24. The pads expired on 11/25/23.
  - The unit at the FSB has components that expired on 1/28/24.
  - The PSB pads expired on 11/25/23.
- Julie asked Ron about the status of Town first aid stations. Ron stated he inquired with Cintas about doing monthly checks and restocking needed items. Ron stated the cost was high
- Julie will meet with Kevin Gervais for possible funds to cover the purchase of replacing expired AED equipment/first aid supplies.
- An injury report was not available. Julie will check with Kevin Gervais on the status.
- A fire drill is due for FSB. Ron to confirm a date with Justin Porter. Potential dates are 3/4/24 and 3/8/24.

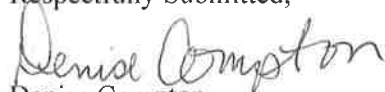
### September 18, 2024 Health & Safety Fair Planning:

- Julie drafted invite letter to potential vendors to participate in the 2024 fair. The committee reviewed.
- Julie has also created an event sponsor application for businesses to advertise in the H&S fair brochure.
- Bob is working on the full email list of prospective vendors to email the invite/application to.
- Once vendor email list is complete, Daphne will send the invite letter and application to vendors. The letters are scheduled to go out by the end of February.

Motion to adjourn made 1<sup>st</sup> Daphne Doran, 2<sup>nd</sup> by Ron Bence. The meeting was adjourned at 2:33 p.m.

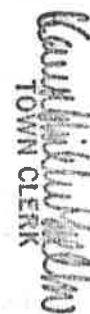
Next Meeting Tuesday, March 5<sup>th</sup>, 2024 – 2:00 p.m. Town Hall, Upstairs conference room.

Respectfully Submitted,



Denise Compton

Health & Safety Recording Secretary

  
TOWN CLERK

2024 FEB - 8 A 9:39

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