

Town of



East Lyme

Health & Safety Committee

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

MEETING MINUTES – MARCH 12, 2024 – 2:00 p.m.

Members Present:

Julie Wilson, Ron Bence, Denise Compton, Daphne Doran, Kevin Gervais, Stacey Konakowitz
Mike McDowell, Bob Neville

Call to Order: The Health & Safety Committee meeting was called to order at 2:01 p.m.

Approval of Minutes 2/6/2024: motion to approve 1st Daphne Doran, 2nd Bob Neville. Motion passed unanimously.

NEW BUSINESS:

- The American Red Cross Mike G. Blood Drive will be held on August 9th. Mike volunteered to help.
- Kevin addressed the issue of doors being left open at Town Hall after all employees had left for the day. Ron will ensure they are properly locked going forward. The possibility of adding electronic locks will be looked into by Kevin and Ron.

OLD BUSINESS:

- Injury reports for 2023 were passed around and reviewed for possible safety improvements or training. Going forward Stacey will send copies of reports to Julie monthly.
- Fire drills for FSB needs to be scheduled.
- The consensus of the survey responses from employees was that active shooter drill should be done annually. The committee agreed. Dates for this year's drills will be reviewed at the next meeting.
- It has been determined that AEDs themselves do not expire. The pads and batteries do have expiration dates and the unit self-tests daily to ensure the units are in good operating order.
- Kevin confirmed there is \$1,500 available funds to purchase necessary safety equipment.

September 18, 2024, Health & Safety Fair Planning:

- An ad for social media designed by Julie was reviewed.
- The following tasks were assigned: Daphne will manage emails for ads and sponsorships, Stacey will manage emails from vendors donating or making reservations; Bob will manage the vendor list and editing the vendor informational memo regarding day of instructions. Julie will send out the sponsorship letters, Kevin and Stacey will look into donations for prizes, Kevin is going to contact Anthem BCBS for a donation, Mike is looking into CPR & AED training.
- Ideas were discussed for interactive activities and demonstrations. Ron & Mike will work on health & safety questions and answers for a game activity. Mike is looking into a training activity utilizing the pond.
- Finally, we are left with deciding what the theme will be and bring ideas to the next meeting.

Motion to adjourn made 1st by Bob Neville, 2nd by Daphne Doran. The meeting was adjourned at 3:22 p.m.

Next Meeting Tuesday, April 2nd, 2024 – 2:00 p.m. Town Hall, Upstairs conference room

Respectfully Submitted,

Denise Compton
Health & Safety Recording Secretary

Denise Compton
TOWN CLERK

2024 MAR 18 P 1:15

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