

MEETING MINUTES – June 17, 2025 – 2:00 p.m.

Members Present: Julie Wilson, Bob Neville, Denise Compton, Stacey Konakowitz, Daphne Doran, Robbie Morgan

Also present: Jeffrey Joseph-CIRMA, Fire Marshall William Bundy III

Absent: Ron Bence, Aviana Lozano

Called to Order: Julie Wilson called the Health & Safety Committee meeting to order at 2:04 p.m.

Approval of Minutes for 5/20/25: Daphne Doran made a motion to approve, 2nd by Bob Neville. Motion passed unanimously.

Review of Injury Reports: Injury reports were reviewed for the month of May. Preventative measures were discussed.

Grant Funding Update: Stacey reported there are no grant funds available. She will continue search.

Upcoming Training Dates: Upcoming active shooter drill and fire drill dates were discussed. Julie stated that she sent an email to all department heads with this committee's review of the March fire drill.

Pre-Deployment Vehicle Inspection Protocols: Bob confirmed that there is a pre-trip inspection conducted on public works vehicles each morning before deploying. He confirmed alarms are supposed to sound when truck beds are raised.

CIRMA Documents Review: Jeffrey gave a review of past five-year claim frequencies. He shared a monthly look at claims for the last year, noting they are lower than last year. He stated it would benefit the town to prepare for heat illnesses. Bob noted he had done a tailgate talk with the highway crew that morning on heat stress.

Town Documents Review: Julie handed out the first of three document templates provided by Jeffrey for the Town's use. Members should review and make adjustments to suit individual departments. This will be discussed further at the next meeting.

Health & Safety Fair 2025:

- Julie noted that eltownhall.com/fair has been set up for all fair information and forms.
- The budget was reviewed and strongly stated we need donations.
- Any registration applications will go to Denise for tracking and reporting.
- Maps of the community center were given to Fire Marshal Bundy for review. He requested a layout of any seating areas which Robbie will get to him.
- Catering possibilities were discussed. Daphne will reach out to last years vendors for pricing.
- Julie sent out invitations via email to the Public Safety professionals that participated last year.
- Stacey will send out "save the dates" to remaining vendors who participated last year.
- Ideas for additional potential vendors were discussed.
- Stacey reviewed CIRMA training options provided. Jeffrey committed to conducting two half-hour training sessions in the morning and two in the afternoon.

Town of



East Lyme

Health & Safety Committee

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New Business:

- Julie stated that she arranged and has attended physical security and cybersecurity assessments of all Town facilities with representatives from CISA and CTIC over the past six months. She would like the Health & Safety Committee to coordinate with Jeffrey from CIRMA to perform hazard assessments of all Town facilities to ensure compliance with OSHA. Robby and Bob will accompany Jeffrey during the CIRMA inspections/walk throughs that have been scheduled for August.

Old Business: None

Motion to adjourn: Motion made by Stacey Konakowitz, 2nd made by Daphne Doran. The meeting was adjourned at 2:58 p.m.

Next Meeting: July 15, 2025, 2:00 p.m.

Respectfully Submitted,

Denise Compton
Health & Safety Recording Secretary