



Town of East Lyme

Health and Safety Committee

APRIL 20, 2015, 12:00PM
MEETING MINUTES

Members Present:

Victor Benni, Co-Chair
Karen Galbo, Co-Chair
Ed Ball
Matt Devore
Anna Hartung
Tania Ranelli
Chris Taylor
Julie Wilson

FILED IN EAST LYME
CONNECTICUT
July 22, 2015 AT 8:35 AM/PM
Karen Galbo
EAST LYME TOWN CLERK

1. CALL TO ORDER

The meeting was called to order at 12:10 p.m.

2. APPROVAL OF MINUTES OF March 15, 2015

Motion (1) Ed moved to approve the Minutes of March 15, 2015.

Seconded by Victor.

Motion Passed 7-0

3. ACCIDENT REPORT REVIEW

There were no accident reports this month. During last meeting, committee had decided to approach Renee to get more information on accident report. Renee provided copy of accident reports - format does not provide any more information than what was shared with committee previously. Names are crossed out to keep anonymity.

4. SEMINARS/INFORMATIONAL SESSION/APPRECIATION DAY

- a. **CPR/AED/First Aid** – Training was successful. All sessions were well attended and employees got certified.
- b. **Ledge Light Seminar** – This effort will be postponed until the next fiscal year.
- c. **Department Heads/Training** – Victor discussed who should be in charge of creating a department training matrix. The committee agrees that each department head should be



Town of East Lyme

Health and Safety Committee

responsible of creating the training matrix and, keeping a schedule of completion. Karen mentioned that CIRMA specifies that the Health and Safety Committee is responsible for providing a list of training needed to department heads. The committee will need to create a memo to notify department heads of responsibilities.

Chris Taylor joined meeting at 12:35PM

5. EMERGENCY PROCEDURES MANUAL

a. Community Center Subcommittee

The subcommittee (Karen, Victor, Anna, Julie, Mike and Ed) met to go over previous action items: map for CC building, safety systems manuals, automatic locking door locations and drafting of manual. The committee was unable to proceed with plans because the CC does not have an updated map of the building and its emergency exits. Chris Taylor was asked by Cathy Wilson to provide maps. Chris shared that he has a basic map of the Community Center building that can be upgraded with any safety routes, exits, and equipment. He will be working on a high level version and will share with the committee during next meeting. Chris also mentioned that the fire department is looking into getting a new phone system/network. This new system will allow for intercom communication during emergencies.

6. HEALTHY COOKING DEMONSTRATION/LUNCHEON SUBCOMMITTEE

Luncheon is scheduled to take place on 06/12/15 between 11:30 a.m. and 2:00 p.m. Subcommittee to meet and solidify plans with vendors (Café Sol, Flanders Fish Market and, Spice Club). Victor to meet with Mark Nickerson and decide.

7. GENERAL DISCUSSION

A schedule will be created and shared with committee of when the subcommittees will be meeting. All members agreed that two subcommittees should still be kept – one for the EPM and another for healthy luncheons.

8. ADJOURNMENT

Motion (2) Victor moved to adjourn the meeting.

Seconded by Ed.

Motion passed 8-0

Respectfully submitted

Tania Ranelli – Secretary