



Town of East Lyme

Health and Safety Committee

FEBRUARY 19, 2015

MEETING MINUTES

Members Present:

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

FILED IN EAST LYME
CONNECTICUT
Mar 13 2015 AT 12:50 AM PM
Tania Ranelli
EAST LYME TOWN CLERK

1. CALL TO ORDER

The meeting was called to order at 2:00 p.m.

2. APPROVAL OF MINUTES OF JANUARY 15, 2015

Motion (1) Julie moved to approve the Minutes of January 15, 2015.

Seconded by Victor.

Motion Passed 8-0

3. FAIR DISCUSSION

Victor stated that Mark Nickerson's input on scheduling the Fair was that it should take place every other year to keep employee's interest. Karen mentioned that Mark had suggested that we should try out having a seminar/class/appreciation day this year.

4. SEMINARS/INFORMATIONAL SESSION/APPRECIATION DAY

Karen and Victor noted that during employee's appreciation day, a casual seminar event could be scheduled with different areas of training in mind. Julie asked who would pay for food for event and Victor mentioned that Mark had offered to pay out of the First Selectman's budget.

Victor mentioned that the board should approach Renee Fecteau about allocating some of the money that our Health Insurance Company, AETNA, has offered as "health improvement" funds



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to be used by our committee. Julie mentioned that such money could be used to schedule Informational Luncheons with interesting training topics. Tania said that Anna Johnson would probably be the right person to approach about subject.

5. BUILDING EMERGENCY PROCEDURES MANUAL

Victor gave a high level overview of manual's topics and its need of updates. Ed and Julie suggested that we should check with CIRMA if they have their own version of an Emergency/Liability manual. If not, to maybe have them approve the in-house developed manual before distributing to employees. Julie mentioned that Ron is supposed to provide map of each building to be attached to manual.

6. ACCIDENT REPORT REVIEW

There was only one accident since last meeting. During this incident, the employee was sprayed with chemical in the face. Julie wanted to know the "what and why" and, if it was preventable. Karen mentioned that Joe Bragaw has said that each department head is in charge of training employees on Hazardous/Chemical Handling Procedures.

7. GENERAL DISCUSSION

Victor asked for help with ideas for training subjects for Luncheon Seminars. Matt suggested visiting the CIRMA website for ideas. Karen mentioned that Steve Mansfield from Ledge Light Health District would probably be interested in doing a training session. Tania suggested a Fire Extinguisher/First Aid training at each building. Anna mentioned that a CPR/First Aid refresher would be very useful.

8. ADJOURNAMENT

Motion (2) Mike moved to adjourn the meeting.

Seconded by Matt.

Motion passed 8-0

Respectfully Submitted

Tania Ranelli - Secretary