



Town of East Lyme

Health and Safety Committee

MARCH 19, 2015

MEETING MINUTES

Members Present:

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

FILED IN EAST LYME
CONNECTICUT
APR 6 20 15 AT 1:20 AM/PM
Julie Wilson
EAST LYME TOWN CLERK

1. CALL TO ORDER

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

2. APPROVAL OF MINUTES OF FEBRUARY 19, 2015

Motion (1) Julie moved to approve the Minutes of February 19, 2015.

Seconded by Ed.

Motion Passed 7-0

3. ACCIDENT REPORT REVIEW

There was only one accident reported this month from Police Department. The report provided by Renee contained minimum information on accident. Julie asked if we could approach Renee to ask for more detailed reports in the future. Julie and Karen feel that Renee should be able to provide the formal report for Worker's Comp with just the name of person blacked out. Karen will ask Renee if possible.

4. SEMINARS/INFORMATIONAL SESSION/APPRECIATION DAY

- a. **CPR/AED/First Aid** – Classes will be taught by Chuck Holyfield and are scheduled to take place in April at Town Hall and Youth Center and there are still spots available for signing up.



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- b. **Ledge Light Seminar** – Karen mentioned that LL still interested in doing a presentation for employees during Informational Luncheons. Due to low attendance, Victor decided to postpone discussion for Ledge Light Seminar to next month's meeting.

5. EMERGENCY PROCEDURES MANUAL

a. Member input

Karen explained importance of a subcommittee to be put together to go over the Emergency Procedures Manual. This subcommittee would create a draft manual that could be used as a template for other individualized manuals. Victor offered that the Community Center is the best location for first individualized manual because of its large contact with the public. Thereafter, a subcommittee was nominated (Karen, Victor, Anna, Julie, Mike and Ed) to go over action items such as: getting map for Community Center building, safety systems manuals, automatic locking door locations and drafting of manual.

Ron Bence Joined meeting at 2:55p.m.

b. Community Center Subcommittee

Ron was invited and accepted to be part of Emergency Procedures Manual subcommittee. Ron will provide maps for all town buildings as soon as possible. Ron explained that with existing safety systems and procedures for Community Center, a process for automatic lockdown would not be able to be put in place. The group agreed that a person-driven lock down procedure should be documented and tested. Future subcommittee meetings will be scheduled and Victor will send e-mail out. Julie and Karen discussed the possibility of distributing copies of manual to other boards and committees via evening meetings.

6. GENERAL DISCUSSION

More information and other ideas were brought up by members for Informational Luncheon Seminars:

- Victor has contacted Chef Plum's team for possible health cooking presentation – more to follow.
- Tania mentioned idea of having different cooking stations with different training per station, keeping employees interested.
- A subcommittee has been created to contact different local restaurants/health food stores for seminar participation: Karen, Victor and Julie.
- The first luncheon's date is TBD but Julie thinks that it will probably be best to schedule it after Labor Day.



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- Victor mentioned that the number of employee's that would participate would be approximately 150 people.
- Julie asked Anna to check availability of big room in the Community Center.

7. ADJOURNMENT

Motion (2) Karen moved to adjourn the meeting.

Seconded by Ed.

Motion passed 8-0

Respectfully submitted

Tania Ranelli – Secretary