



STATE OF CONNECTICUT – COUNTY OF TOLLAND
INCORPORATED 1786

TOWN OF ELLINGTON

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JOHN W. TURNER
MICHAEL MADRU

Safety & Health Committee Meeting

January 5, 2023

Nicholas J. DiCorleto, Jr. Meeting Hall

Minutes

Members Present: Walter Lee, Chairman/Emergency & Risk Management Director; Barbara Murdach, Animal Control; Pat Grundman, HML Children's Librarian; Pete Hany, Chief and Nicole Caron, EMT, Ellington Volunteer Ambulance Corps; Kevin Gambacorta, Assistant Foreman, Kim Gallicchio, Lead Custodian, Department of Public Works; Mary Bartley, Assistant Recreation Director; Sheila Grady, Senior Center Director; Sydney Kern, Deputy Fire Marshal; Diane Lasher-Penti, Youth Services Director; LouAnn Cannella, Human Resources Coordinator; Jack Rich (Arrival 10:11 a.m.), Chief, Ellington Volunteer Fire Department; Joe Decker, Police Officer

Members Absent: Brian Harvell, Crystal Lake Fire Department

I. Call to Order: Mr. Lee called the meeting of the Safety and Health Committee to order at 10:00 a.m.

II. Approval of Minutes – October 6, 2022

MOVED (DECKER), SECONDED (GALLICCHIO) AND PASSED UNANIMOUSLY TO APPROVE THE MINUTES OF THE OCTOBER 6, 2022 SAFETY & HEALTH COMMITTEE MEETING.

Ms. Grundman noted that her name was omitted from the members absent listing in the October 6, 2022 minutes.

III. New Business

- A. LAP Claims: Mr. Lee reported that since the last Safety and Health meeting there were four new claims unrelated to employees; two were regarding trees falling from Town property onto personal property and two were related to claims by residents regarding vehicle damage from roadway projects. He added that DPW now has a procedure in place where trees that are on Town property and abut personal property will be inspected. Mr. Lee noted that there is an arborist on Town contract to assist. The vehicle damage claims have been reported to CIRMA.
- B. Workers Compensation Claims: Mr. Lee reviewed the Workers Compensation Claims that were filed since the last meeting. He added that there was no loss of time for the few claims that were reported since the last meeting.

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C. Status of CIRMA Required Employee Training: Mr. Lee noted that the deadline was extended from October 7, 2022 to October 21, 2022.

1. Sexual Harassment Prevention: Mr. Lee reported that the Town is at a 99% completion rate.
2. Blood Borne Pathogens Safety: Mr. Lee reported that the Town is at a 99% completion rate. Mr. Hany said that OSHA requires this training; Mr. Lee said to send their certificate to Human Resources to acknowledge completion.
3. New Assignment – Workplace Bullying – Supervisors: Mr. Lee reported that this assignment will be rolled out to department heads and supervisors, and they will follow with a roll out to all employees. Mr. Lee said workplace bullying can be a liability to the Town and we are getting out in front of it by providing training and looking out for any situations that should be addressed before problems arise.

D. Promoting Safety & Health in the Workplace

1. Upcoming Training: Workplace Violence Response: Officer Don Bridge will be working with Emergency & Risk Management to develop this program. He noted that these sessions are on target to be scheduled in the spring.
2. Revisions to the Emergency Action Plans (EAP): Mr. Lee reported that this process is ongoing. It is anticipated that draft plans will be provided to the committee for input, review and for discussion at the next meeting. Kim Gallicchio noted that the current EAPs are still posted in the buildings.
3. Everbridge Update: Mr. Lee reported that Paylocity and Everbridge have connected to ensure that Town employees are in the system with the most current information. He said that Everbridge is up and running for employee messaging.
4. Recommendations from Committee Members: There were none.

IV. Other Business:

- A. Mr. Lee reported that the Safety and Health Committee passed with flying colors an unannounced internal audit by the State of CT Workers' Compensation Commission.

V. Adjournment:

MOVED (HANY), SECONDED (GRUNDMAN) AND PASSED UNANIMOUSLY TO ADJOURN THE SAFETY & HEALTH COMMITTEE MEETING AT 10:13 AM.

Respectfully submitted,



LouAnn Cannella, Recording Secretary



Walter Lee, Chairman