



LORI L. SPIELMAN  
First Selectman

STATE OF CONNECTICUT – COUNTY OF TOLLAND  
INCORPORATED 1786

# TOWN OF ELLINGTON

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DAVID STAVENS  
Deputy First Selectman

JAMES PRICHARD  
MELINDA M. FERRY  
RONALD F. STOMBERG  
JOHN W. TURNER  
MICHAEL MADRU

## Safety & Health Committee Meeting Minutes

April 6, 2023

Nicholas J. DiCorleto, Jr. Meeting Hall

**Members Present:** Walter Lee, Chairman/Emergency & Risk Management Director; Sheila Grady, Senior Center Director; Karl Neubecker, Assistant Chief, Ellington Volunteer Fire Department (EVFD); Barbara Murdach, Animal Control; Sydney Kern, Deputy Fire Marshal; John Rainaldi, Town Assessor; Mary Bartley, Assistant Recreation Director; Sgt. Brian Santa, Residents State Troopers' Supervisor; Ken Radziwon, Director of Public Works; Pete Hany, Chief, Ellington Volunteer Ambulance Corps; Julia Connor, Executive Assistant

**Members Absent:** Pat Grundman, Hall Memorial Library; Bryan Harvell, Crystal Lake Fire Department; Kevin Gambacorta, Ellington Public Works

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 – January 5, 2023

MOVED (BARTLEY), SECONDED (MURDACH) AND PASSED UNANIMOUSLY TO APPROVE THE MINUTES OF THE JANUARY 5, 2023 SAFETY & HEALTH COMMITTEE MEETING.

III. New Business

- A. LAP Claims: Mr. Lee reported that no new claims have come in since the last meeting. He shared that the Town is currently in the process of updating and renewing the insurance coverage and looking to lower premium amounts.
- B. Workers Compensation Claims: Mr. Lee reviewed the two Workers Compensation Claims that were filed since the last meeting, one of which resulted in two days of lost time. He added that if a pattern or trend is noted, information may be sent to the relevant department(s) for related training. Public Works just did an updated training session on proper lifting procedures to mitigate the number of back injuries, which was documented and submitted to Mr. Lee.

C. Status of CIRMA Required Employee Training

1. Sexual Harassment Prevention - 2023: Mr. Lee reported that the majority of Town employees have completed the training, with a few stragglers.
2. Blood Borne Pathogens Safety - 2023: Mr. Lee reported that the majority of Town employees have completed the training, with a few stragglers. He recommended that individuals keep a copy of the completion certificate in case the software's tracking system doesn't accurately reflect the completion status for employees.
3. Workplace Bullying - Update: Mr. Lee reported that Town is at a 70% completion, and said that a reminder will be sent out.

D. Promoting Safety & Health in the Workplace

1. State of CT Workers' Compensation Commission Audit: Mr. Lee shared that the Safety & Health Committee is audited annually. A representative from the State comes out and inspects minutes and training completion rates, and they want to see what Town is doing in addition to the minimum requirements. A letter [ATTACHED] was received after last audit reporting the Town's passing grade; it reflected positively on the amount of work that the Town does in this area.
2. Upcoming Training:
  1. "When it's your personal safety, you make the difference." by Officer Donald Bridge: This training will first be rolled out on the Department Head level at the May staff meeting; it covers personal safety training which will help individuals both in and out of the workplace with a focus on situational awareness. After the staff meeting, there will be three dates offered at different locations for staff members to attend.
3. Draft Revisions to Emergency Action Plans (EAP): Mr. Lee reported that over the last year, he worked with LouAnn Cannella and Sydney Kern to reformat the EAPs and make more uniform, cleaning up outdated language. These were sent out to the Committee members. Certain areas need specific information to be updated by the members, relating to their individual buildings; the EAPs should be sent back to Mr. Lee after this information is updated. It was noted that the location of the AEDs should also be included.
4. Everbridge Update: The Everbridge system was utilized system for last two storm closures. The first time, a couple of employees didn't receive the notification, which led to the discovery of a discrepancy between Paylocity and Everbridge, which was rectified prior to the second storm.
5. Tick Born Diseases Exposure Prevention: Information on tick exposure prevention was sent out to Town employees; certain departments are



more at risk than others, but it is good information to have in general when out and about. This is an item that has been highly focused on by CONN-OSHA, and Mr. Lee recommended that the information be distributed in common areas.

6. Recommendations from Committee Members: Sgt. Santa asked about placards for Town Hall office doors to keep residents out of employee-only areas. Mr. Rainaldi shared that at a first amendment audit workshop he attended last year, it was recommended that signs be put up indicating areas where residents do not belong. Mrs. Bartley shared that the Recreation Department recently had some construction done in their building, and the emergency exit signs no longer line up with the building layout. Mr. Radziwon asked when the EAPs needed to be returned to Mr. Lee; Mr. Lee responded that this should be taken care of as soon as possible. Ms. Grady shared that they recently had to ban an individual from the Senior Center and discovered that this individual has a history of threatening and aggressive behavior. Sgt. Santa stated that they will look into installing panic buttons in the building if there aren't any there currently. Ms. Murdach commented that there is no panic button at Animal Control either. Mr. Hany shared that over the next couple of Saturdays, CPR classes for being held for Parks and Recreation, Youth Services, and Human Services staff, including brief first aid training; Mr. Hany commented that this training can be offered to other Town staff, as well. Before the beginning of year, school staff will also be getting Stop the Bleed training.

IV. Other Business: No other business was discussed.

V. Adjournment:

MOVED (BARTLEY), SECONDED (SANTA) AND PASSED UNANIMOUSLY TO ADJOURN THE SAFETY & HEALTH COMMITTEE MEETING AT 10:18 AM.

Respectfully submitted,

  
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Julia Connor, Recording Secretary

  
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Walter Lee, Chairman

Stephen M. Morelli, Chairman  
Michelle D. Truglia  
Scott A. Barton  
Peter Mlynarczyk  
Randy L. Cohen  
Jodi Murray Gregg  
Daniel E. Dilzer  
David W. Schoolcraft  
Brenda D. Jannotta  
Carolyn M. Colangelo  
William J. Watson III  
Maureen E. Driscoll  
Pedro E. Segarra  
Toni M. Fatone  
Soline M. Oslena  
Zachary M. Delaney



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State of Connecticut  
WORKERS' COMPENSATION  
COMMISSION

February 23, 2023

Mr. Walter Lee  
Town of Ellington  
55 Main Street  
Ellington, CT 06029-0187

Re: Safety and Health Committee Audit

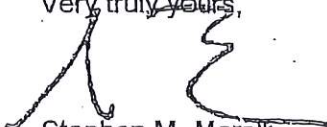
Dear Mr. Lee:

A visit was made to your facility on December 20, 2022 to review your compliance with the safety and health committee regulations.

Administrative Regulations § 31-40v-1-11 of the Connecticut General Statutes require the establishment of a safety and health committee.

As a result of our review it was determined that your facility was in compliance with the safety and health committee regulations. The Workers' Compensation Commission commends your company for establishing a Safety and Health Committee which makes the workplace safer for all employees. If you should have any questions with regard to these regulations, please feel free to contact us at (860) 493-1500.

Very truly yours,

  
Stephen M. Morelli  
Chairman  
SMM: jjj