



STATE OF CONNECTICUT – COUNTY OF TOLLAND
INCORPORATED 1786

TOWN OF ELLINGTON

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Town Administrator

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Deputy First Selectman

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MICHAEL B. MADRU
JAMES PRICHARD
RONALD F. STOMBERG
JOHN W. TURNER

Safety & Health Committee Meeting Minutes

October 5, 2023

Nicholas J. DiCorleto, Jr. Meeting Hall

Members Present: Walter Lee, Chairman/Emergency & Risk Management Director; Sydney Kern, Deputy Fire Marshal; Mary Bartley, Assistant Recreation Director; Margaret Schmidt, Assistant Town Clerk; Pete Hany, Chief, Ellington Volunteer Ambulance Corps; Pat Grundman, Hall Memorial Library; LouAnn Cannella, Human Resources Coordinator

Members Absent: Sheila Grady, Senior Center Director; Karl Neubecker, Assistant Chief, Ellington Volunteer Fire Department (EVFD); Barbara Murdach, Animal Control; John Rainaldi, Town Assessor; Sgt. Brian Santa, Residents State Troopers' Supervisor, Joe Decker, Resident State Troopers' Office; 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 10:02 a.m.

II. **Approval of Minutes** – April 6, 2023

MOVED (KERN), SECONDED (BARTLEY) AND PASSED UNANIMOUSLY TO APPROVE THE MINUTES OF THE April 6, 2023 SAFETY & HEALTH COMMITTEE MEETING.

III. New Business

- A. **New Committee Members:** Mr. Lee introduced Margaret Schmidt, Assistant Town Clerk, who serves as an alternate member for the Town Hall building. Mr. Rainaldi is the Town Hall representative and he was unavailable today.
- B. **LAP Claims:** Mr. Lee reported that no new claims have come in since the last meeting.
- C. **Workers Compensation Claims:** Mr. Lee reviewed the Workers Compensation claims that have been filed since the last meeting, which resulted in a total of 55.25 hours of lost work time.
- D. **New Employees:** Mr. Lee said that with potentially inclement weather coming over the next few months, current employees will be reminded to keep their contact information up to date so they will be accurately contacted through the Everbridge system. Mr. Lee is adding

new employees to the system manually. This is the method the Town will use to notify employees of weather-related delays/closings and other emergency notifications.

E. Employee Training:

1. Status of CIRMA Required Training
 - a) Sexual Harassment Prevention - 2023: Mr. Lee reported that most Town employees have completed the training, with a few scheduled for late fall. Ms. Cannella said she has sent reminders and will monitor the status.
 - b) Blood Borne Pathogens Safety - 2023: Mr. Lee reported that many Town employees have completed the training, with a few employees scheduled for late fall.
 - c) Workplace Bullying - Update: Mr. Lee reported that reminders will be sent to those who have not completed this module, noting the importance of this topic.
2. Completed Training:
 - a) "When it's your personal safety, you make the difference" by Officer Donald Bridge: Mr. Lee reported that Officer Bridge held three separate sessions; one each at the Senior Center, the Department of Public Works, and Hall Memorial Library. A total of 61 employees attended this very useful training session. Mr. Bridge received excellent comments from staff regarding his presentations and he said that he would be happy to offer other training sessions as recommended by the Committee.
3. New Assignment(s)
 - a) Cyber Security: Mr. Lee reported that he is working with Aaron Fliss, Director of Technology, to offer a cyber security program. He said that the program was offered to the Board of Education staff and Mr. Fliss will be making a recommendation to Mr. Lee for the either the same or a similar program to be offered to Town employees.

F. Promoting Safety & Health in the Workplace

1. Draft Revisions to Emergency Action Plans (EAPs) – Referral to Town Administrator: Mr. Lee reported that over the last year, he, along with Sydney Kern and LouAnn Cannella, reformatted and updated the EAPs making them more uniform, cleaning up outdated language and ensuring employees are instructed to leave buildings immediately. He noted that an EAP was added for the Animal Control building(s). The EAPs were sent to the Committee members, reviewed, revised and are now ready to be sent forward to the Town Administrator for approval. Mr. Lee expressed thanks to all who participated in getting this project completed, especially Ms. Kern and Ms. Cannella and he added appreciation to Ms. MacHattie for cleaning up some formatting issues within the documents.
2. Everbridge Update – Emergency closures/delays: The Everbridge system will be used again this year for notifications. It worked well last year and Mr. Lee reiterated how important it is for employees to keep their contact information current. Human Resources sent out a reminder in the spring and Mr. Lee will remind employees again.
3. Exposure Control Plans – Cold and Flu Season

October 5, 2023

- a) Flu Clinic Review: Mr. Lee reported that 26 employees participated in the flu clinic held October 4, 2023 in the Nicholas J. DiCorleto, Jr. Meeting Hall. This clinic is offered to employees annually, for their convenience in obtaining a flu shot if they so choose.
 - b) Infections Disease Control Policy: Mr. Lee said that this policy, as well as the influenza protocols, will be addressed and kept current through the Town Administrator.
 - c) Influenza Protocols: Mr. Lee noted that Matthew Reed, Town Administrator, sent an email to all employees outlining the Town's protocol for management of illnesses during the cold and flu season. He urged the committee members to review Mr. Reed's memo to be sure that they don't come to work sick.
4. Recommendations from Committee Members:
- a) Follow-up on pending items
 - 1) Panic buttons/Security cameras: Mr. Lee noted that this item will be tabled for an update from Sgt. Santa. He said that he will gather information and the cost of a red panic button program in case it is preferable to adding panic buttons.
 - 2) CPR classes for Town employees: Mr. Hany reported that every other year the DPW employees are trained in CPR and that the time is coming up. Mr. Lee asked about opening the CPR, AED and Stop the Bleed training classes to all employees. Mr. Hany and Mr. Lee will investigate the cost and logistics of offering these classes to interested staff members.
 - 3) Town office signage for "employee only" areas: Mr. Lee said that this item will be tabled for an update from Mr. Modzelewski.
 - b) New Recommendations or Concerns: There were no further items for discussion.

IV. Other Business:

A. 2024 Meeting Schedule

MOVED (HANY), SECONDED (BARTLEY) AND PASSED UNANIMOUSLY TO APPROVE THE 2024 SAFETY & HEALTH COMMITTEE SCHEDULE.

V. Adjournment:

MOVED (BARTLEY), SECONDED (KERN) AND PASSED UNANIMOUSLY TO ADJOURN THE SAFETY & HEALTH COMMITTEE MEETING AT 10:23 AM.

Respectfully submitted,



Walter Lee, Chairman