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Town Administrator
MATTHEW D. REED

Safety & Health Committee Meeting Minutes

January 11, 2024

Nicholas J. DiCorleto, Jr. Meeting Hall

Minutes

Members Present: Walter Lee, Chairman/Emergency & Risk Management Director; Sheila Grady, Senior Center Director; Sgt. Brian Santa, Residents State Troopers' Supervisor, Mary Bartley, Assistant Recreation Director; *Margaret Schmidt, Assistant Town Clerk; Pete Hany, Chief, Ellington Volunteer Ambulance Corps; Ashley Dabbondanza, Assistant Director, Hall Memorial Library; *Karl Neubecker, Assistant Chief, Ellington Volunteer Fire Department (EVFD); *Kathy Kane-DiBacco, Assistant Animal Control Officer; LouAnn Cannella, Human Resources Coordinator

Members Absent: Sydney Kern, Deputy Fire Marshal; Brian Harvell, Crystal Lake Fire Department; Kevin Gambacorta, Assistant Foreman

**Alternate Member*

I. **Call to Order:** Mr. Lee called the meeting of the Safety & Health Committee to order at 10:02 a.m.

II. **Approval of Minutes – October 5, 2023**

MOVED (BARTLEY), SECONDED (HANY) 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 noted that Margaret Schmidt is in attendance representing Town Hall as an alternate and Karl Neubecker is in attendance representing Ellington Volunteer Fire Department.
- B. **LAP Claims:** Mr. Lee reported that no new claims have been reported since the last meeting.
- C. **Workers Compensation Claims:** Mr. Lee reported that no new claims came in during the last quarter.
- D. **CIRMA LAP Review Update – January 4, 2024:** Mr. Lee provided a brief overview of the purpose of the CIRMA LAP review. He explained that this LAP assessment is addressed every two to three years to see where the Town can best allocate its resources to reduce the potential for employee injuries and looks at what policies the town already has in place and which ones we may want to update or revise. Jeff Joseph, Risk Management Consultant,

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CIRMA Risk Management, met with Mr. Lee and Ms. Cannella on January 4th and after a full review, he gave the Town high marks and noted that the Town is following all best practice guidelines and has proper policies and procedures in place. Mr. Joseph said he would be interested in attending a Safety & Health Committee meetings when he is available. Mr. Lee commended the Town management team and employees for the hard work and dedication it took to earn this designation.

E. Employee Training:

1. Status of CIRMA Required Training
 - a) Sexual Harassment Prevention – 2023-2024: Mr. Lee reported that most Town employees have completed the training, and for those who have not Ms. Cannella will reminders and will monitor the status.
 - b) Blood Borne Pathogens Safety – 2023-2024: Mr. Lee reported that most Town employees have completed the training, and for those who have not Ms. Cannella will reminders and will monitor the status.

Mr. Lee added that since many of the emergency services staff members meet these obligations through other sources, they only need to send a copy of their certificate to HR for the record.

2. New Assignment(s)
 - a) Cyber Security (Pending IT Recommendation): 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. Mr. Lee will also be checking into the CIRMA training options to see if one fits our needs.

Mr. Lee added that CIRMA has recommended their new driver's safety module for anyone who may drive a Town vehicle. He said that because the Town has many employees who regularly drive Town vehicles and who have the option of using a pool car, this training may be recommended Town-wide.

F. Promoting Safety & Health in the Workplace

1. Emergency Action Plans (EAP) – Distribution: Mr. Lee reported the Emergency Action Plans will be distributed this week. Ms. Cannella noted that the plans are loaded up on the website on the Emergency & Risk Management page.
2. Everbridge Update – Emergency closures/delays: The Everbridge system will be used again this year for notifications. Mr. Lee said that the process was not working well with Paylocity so he is manually keeping the employee demographics up to date working with HR. He reminded the members to ensure that they keep their information current and he said a reminder will go out to employees as well.
3. Exposure Control Plans – Review and Update: Mr. Lee reported that this policy is under review and since it affects many departments, he asked the members to review the policy and bring their comments to the next meeting.
4. Recommendations from Committee Members: Sgt. Santa reminded employees that in the event there is an accident when driving a Town vehicle, there are

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two accounts; one with GPM for towing regular sized vehicles and for large vehicles like trucks and plows, the Town uses Bosco's. Mr. Lee said that an initial call should be made to DPW to determine where a vehicle is towed. Mr. Lee said that this Town Vehicle Use policy is currently under review with input from Tom Modzelewski.

a) Follow-up on pending items

- 1) Panic buttons/Security cameras: Sgt. Santa said provided an overview of the planned upgrade to the security camera system including an upgrade to the server. Mr. Lee said the infrastructure and cost of installing panic buttons is prohibitive so a desk-top panic button system is being investigated. It would be available on all desktops. Ms. Grady pointed out that the seniors at the front of the entrance do not have access to a desktop. Mr. Lee said there will still be the ability to hardwire in panic buttons where necessary.
- 2) CPR classes for Town employees: Mr. Lee asked about opening the CPR, AED and Stop the Bleed training classes to all employees. Mr. Hany said the cost is approximately \$25 per person. Mr. Hany will provide some dates and times.
- 3) Town office signage for "employee only" areas: Mr. Lee said that department heads should reach out to Tom Modzelewski if they have an area that requires a sign.

b) New Recommendations or Concerns: There were no further items for discussion.

IV. Other Business: Sgt. Santa reported that construction will occur around the 31 ad 33 Arbor Way and 21 Main Street area and he asks people to be cautious and not park in that area through at least March. He added that a meeting will be held with Animal Control, Police, EVFD and others to discuss the changes.

Mr. Lee and Sgt. Santa reviewed changes to the town-wide drills that were held in the past based upon response to actual occurrences and the costs associated with holding a town-wide drill. Sgt. Santa recommended including fire and EMS personnel into upcoming training members of his agency will be receiving. Utilizing funding for the town-wide drill to cover any costs associated with adding the additional emergency services personnel to this training will help cover costs associated with the training.

V. Adjournment:

MOVED (HANY), SECONDED (BARTLEY) AND PASSED UNANIMOUSLY TO ADJOURN THE SAFETY & HEALTH COMMITTEE MEETING AT 10:25 AM.

Respectfully submitted,



Walter Lee, Chairman