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STATE OF CONNECTICUT – COUNTY OF TOLLAND  
INCORPORATED 1786

# TOWN OF ELLINGTON

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## Safety & Health Committee Meeting Minutes

April 11, 2024

Nicholas J. DiCorleto, Jr. Meeting Hall

### Minutes

**Members Present:** Walter Lee, Chairman/Emergency & Risk Management Director; John Rainaldi, Assessor; Barbara Murdach, Animal Control Officer; Tom Modzelewski, DPW Director/WPCA Administrator; Kevin Gambacorta, Assistant Foreman; Margaret Schmidt, Assistant Town Clerk; Pete Hany, Chief, Ellington Volunteer Ambulance Corps; LouAnn Cannella, Human Resources Coordinator; Susan Phillips, Hall Memorial Library Director [10:14 am]

**Members Absent:** Sheila Grady, Senior Center Director; Sgt. Brian Santa, Residents State Troopers' Supervisor, Mary Bartley, Assistant Recreation Director; Sydney Kern, Deputy Fire Marshal; Brian Harvell, Crystal Lake Fire Department; Karl Neubecker, Assistant Chief, Ellington Volunteer Fire Department (EVFD)

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** – January 11, 2024

MOVED (HANY), SECONDED (SCHMIDT) AND PASSED UNANIMOUSLY TO APPROVE THE MINUTES OF THE JANUARY 11, 2024 SAFETY & HEALTH COMMITTEE MEETING.

### III. New Business

- A. **LAP Claims:** Mr. Lee reported that no new claims have been reported from January 1, 2024 to March 31, 2024.
- B. **Workers Compensation Claims:** Mr. Lee reported that no new claims came in during the last quarter, January 1, 2024 to March 31, 2024, that resulted in a reportable incident involving time off.
- C. **Employee Training:**
  1. **Status of CIRMA Required Training**
    - a) **Sexual Harassment Prevention – 2023-2024:** Ms. Cannella reported that the Town employees are in compliance with annual training. Police will train on their annual time schedule with Officer Bridge. Because EVAC members meet these obligations through other sources, they only need to send a copy of their certificate to HR for the record.
    - b) **Blood Borne Pathogens Safety – 2023-2024:** Ms. Cannella said the status is the same as item C.1.a.
  2. **New Assignment(s)**
    - a) **Cyber Security:** Mr. Lee reported that IT did some training recently that caught several employees by surprise. It was a KnowB4 drill so it was easy to trust before clicking, but it was a test that resulted in training for employees that did not

April 11, 2024

recognize it as phishing. Mr. Lee added that he is going to speak with Aaron Fliss about scheduling more formal training for the staff.

#### D. Promoting Safety & Health in the Workplace

1. Exposure Control Plan: Mr. Lee reported the Exposure Control Plans have been updated and all recommendations by the S&H Committee members and department heads have been considered. He added that a copy of the revised plan was shared with S&H Committee members and department heads for their review. Tom Modzelewski noted that DPW does not contact Stericycle, but EVAC does and Chief Hany confirmed this so those edits will be made to the draft. This plan will be forwarded to the Town Administrator for review. Mr. Gambacorta said that DPW has a more extensive Exposure Control Plan that he recently updated. He will send a copy so that Mr. Lee can determine the best place to add this to the Town-wide plan.
2. Recommendations from Committee Members:
  - a) Follow-up on pending items
    - 1) Panic buttons/Security cameras: Mr. Lee said he met with Aaron Fliss about installing panic buttons. IT does not have a desktop panic button program currently that they can put on the system. Mr. Modzelewski sent Mr. Lee information about a program that would work with our current security system. Mr. Lee is investigating programs, pricing and licensing as well as alternative solutions including a camera-based model.
    - 2) CPR classes for Town employees: Mr. Lee reported that Mr. Reed approved that this training can be held during employee working hours at no cost to employees. Mr. Lee noted that he is going to try to cover the cost through his budget with cost-saving assistance from Chief Hany. Ms. Cannella said that twenty (20) employees signed up for this training, beyond the training that DPW and the Senior Center scheduled separately. Mr. Rainaldi shared an example of how this training of employees in Manchester resulted in an employee saving the life of a resident. Chief Hany and Ms. Cannella will schedule dates and employees will be notified.
  - 3) Town office signage for "employee only" areas: Mr. Lee said that Mr. Modzelewski ordered signs for departments that had ordered them the first time this was offered. Mr. Modzelewski added that all orders have been satisfied; anyone needing additional signage may contact DPW. Chief Hany asked if private offices with ongoing meetings are off limits to the public and Mr. Lee said that the public cannot gain access to areas that are off limits to the public such as the Tax Office and other Town offices.
- b) New Recommendations or Concerns:

Chief Hany discussed that the General Assembly is considering codifying OSHA minimum safety standards for volunteer emergency responders. Chief Hany said if this proposal goes through, the requirement for emergency responders to have a physical every other year would present a hardship and add to the already lengthy list of safety requirements put upon the EMTs. Mr. Lee added that Mr. Reed is aware of this and is staying on top of it. Mr. Lee said that it is understood that emergency responders already follow strict guidelines and there is talk among legislators that this step is not necessary. The proposal has gone out of Committee and there is the possibility that it may not happen but Administration and Emergency & Risk Management are keeping an eye on it.

- IV. Other Business: Mr. Lee said that the Old Crystal Lake Schoolhouse (OCLSH) now has an Emergency Action Plan. Additionally, he said that there was a shared AED between the OCLSH building and the lifeguards at the

April 11, 2024

beach. Due to the efforts of EVAC and DPW, there is now an AED secured on the wall at OCLSH. The other unit will continue to be available to the lifeguards to have at the beach. Mr. Gambacorta asked if the AED that was removed from the Senior Center is the one that is now OCLSH, and it was confirmed that it is because the Senior Center had three and now still has two permanent AEDs. Mr. Lee noted that this change will be reflected in the Senior Center EAP.

**V. Adjournment:**

MOVED (MODZELEWSKI), SECONDED (HANY) AND PASSED UNANIMOUSLY TO ADJOURN THE SAFETY & HEALTH COMMITTEE MEETING AT 10:19 AM.

Respectfully submitted,

  
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Walter Lee, Chairman