



LORI L. SPIELMAN
First Selectman

STATE OF CONNECTICUT – COUNTY OF TOLLAND
INCORPORATED 1786

RECEIVED
25 JAN 16 2025
TOWN OF ELLINGTON

ELLINGTON
TOWN CLERK
55 MAIN STREET – PO BOX 187
ELLINGTON, CONNECTICUT 06029-0187
TEL 860-870-3100 FAX 860-870-3102

www.ellington-ct.gov

DAVID E. STAVENS
Deputy First Selectman

JAMISON J. BOUCHER
MARY B. CARDIN
JAMES M. PRICHARD
RONALD F. STOMBERG
JOHN W. TURNER

Town Administrator
MATTHEW D. REED

Safety & Health Committee Meeting Minutes

January 9, 2025

Nicholas J. DiCorleto, Jr. Meeting Hall

Minutes

Members Present: Walter Lee, Chairman/Emergency & Risk Management Director; John Rainaldi, Assessor; Pete Hany, Chief, Ellington Volunteer Ambulance Corps; Rebecca Stack, Human Services Director; Margaret Schmidt, Assistant Town Clerk; Kevin Gambacorta, Assistant Foreman; Kim Gallicchio, Lead Custodian; Sydney Kern, Deputy Fire Marshal; Sheila Grady, Senior Center Director; Sgt. Brian Santa, Residents State Troopers' Supervisor, Mary Bartley, Assistant Recreation Director; Barbara Murdach, Animal Control Officer

Members Absent: Susan Phillips, HML Director; Bob Smith, CLFD; Bryan Harvell, CLFD

Call to Order: Mr. Lee called the meeting of the Safety & Health Committee to order at 10:01 a.m.

I. Approval of Minutes – October 10, 2024

MOVED (KERN), SECONDED (RAINALDI) AND PASSED UNANIMOUSLY TO APPROVE THE MINUTES OF THE OCTOBER 10, 2024 SAFETY & HEALTH COMMITTEE MEETING.

II. New Business

- A. **LAP Claims:** Mr. Lee reported that there was one new CIRMA LAP claims regarding removal of a tree that was on Town property and Eversource equipment. He said that this issue is being cleared up.
- B. **Workers Compensation Claims:** Mr. Lee reported that one new claim came in during the last quarter that resulted in zero time lost.
- C. **Employee Training:**
 1. **CIRMA Required Employee Training:** Mr. Lee noted that Ms. Cannella sent out the 2025 requirements in December for completion in January 2025 for the following modules:
 - a) Sexual Harassment Awareness
 - b) Blood Borne Pathogens SafetyMr. Lee added that these requirements can be satisfied on-line through Vector Solutions or in-person on January 15, 2025 with CIRMA representative Jeff Joseph presenting. He added that any employees completing the training through other avenues must send a copy of their certificates to Human Resources. Ms. Cannella noted that DPW held their own in-person training with Jeff Joseph in December and were able to mark most of their staff complete.
 2. **New Assignment(s)**
 - a) **Cyber Security:** Mr. Lee shared that the IT department distributes monthly security awareness training activities via Wizer. He mentioned that the videos typically last between 3 to 5 minutes. Ms. Cannella highlighted that unexpected tests are also issued; if an employee fails by clicking on a link or providing an incorrect response, they will be assigned additional required training.
- D. **Promoting Safety & Health in the Workplace**

1. Exposure Control Plan: Mr. Lee reported on the Exposure Control Plan that was approved and voted on by the Safety & Health Committee members in April and has been reviewed by the Town Administrator. The updated plan will be shared with employees for their acknowledgment and will also be available on the Town's website. Mr. Lee mentioned that a further delay was initially caused by the potential need to add extra information related to the police; however, it was found that this additional information is not required for the Town plan. Mr. Hany inquired about the possibility of consolidating all Exposure Control Plans. After discussion, it was concluded that certain departments need specific details in their plans that do not impact the overall employee population.
2. Recommendations from Committee Members:
 - a) Follow-up on pending items
 - 1) Panic buttons/Security cameras: Mr. Lee said Phase II for the security cameras is nearly complete. There is concern about selecting and installing panic buttons that will be functional with the new security camera system. Mr. Lee said that Mr. Fliss is working with a vendor that will utilize Hall Memorial Library as a pilot to determine if the proposed devices will work with the new security system. Ms. Gallicchio asked when the Hall Memorial Library will be upgraded with cameras. Mr. Lee said that the Friends of the Library will purchase needed equipment, so HML will be in Phase III.
 - 2) CPR classes for Town employees: Mr. Lee reported that he and Ms. Cannella will meet with Chief Hany to schedule CPR classes in the spring.
 - b) New Recommendations or Concerns:
 - Mr. Lee mentioned that the new ADP payroll system includes an employee discount feature called Life Mart, which provides discounts on a wide range of products and services, including options for health and fitness centers.
 - Sgt. Santa asked if PPE purchases could be consolidated between the organizations; Mr. Lee suggested that this could fall under Shared Services.
 - Ms. Grady reported that the fitness center at the Senior Center is accessible to employees both before and after the standard operating hours of the Senior Center.
 - Chief Hany voiced his concerns about the Town's decision to proceed with the removal of copper from the emergency call box system. Mr. Lee clarified that the phone companies are phasing out copper. He recommended that Chief Hany discuss this matter with Mr. Modzelewski and Mr. Fliss, as the call boxes are integral to the various phases of the security upgrade.
3. Winter Safety Advisories: Mr. Lee informed us that, in compliance with OSHA regulations, winter safety advisories have been distributed to department heads for them to share with their staff.

III. Other Business: There was no other business.

IV. Adjournment:

MOVED (HANY), SECONDED (GALLICCHIO) AND PASSED UNANIMOUSLY TO ADJOURN THE SAFETY & HEALTH COMMITTEE MEETING AT 10:24 AM.

Respectfully submitted,



Walter Lee, Chairman