



STATE OF CONNECTICUT – COUNTY OF TOLLAND
INCORPORATED 1786

TOWN OF ELLINGTON

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

www.ellington-ct.gov

LORI L. SPIELMAN
First Selectman

Safety & Health Committee Meeting Minutes

April 10, 2025

Nicholas J. DiCorleto, Jr. Meeting Hall

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

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; Kristen Harp, Youth 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; Mary Bartley, Assistant Recreation Director; Barbara Murdach, Animal Control Officer, Ashley Dabbondanza, HML Assistant Director/Head of Youth and Family Services

Members Absent: Sgt. Brian Santa, Residents State Troopers' Supervisor; Bob Smith, CLFD; Bryan Harvell, CLFD

Call to Order: Mr. Lee called the meeting of the Safety & Health Committee to order at 10:00 a.m.

I. Approval of Minutes –January 9, 2025

MOVED (GALLICCHIO), SECONDED (HARP) AND PASSED UNANIMOUSLY TO APPROVE THE MINUTES OF THE JANUARY 9, 2025 SAFETY & HEALTH COMMITTEE MEETING.

II. New Business

- A. **LAP Claims:** Mr. Lee reported that there is one open CIRMA LAP claim.
- B. **Workers Compensation Claims:** Mr. Lee reported that three new claims came in during the last quarter and he provided a brief description of each.
- C. **Employee Training:** CIRMA Required Employee Training: Mr. Lee said that annual required training has been completed in the following modules (a) Sexual Harassment Awareness and (b) Blood Borne Pathogens Safety. Mr. Lee added that employees completing the training through other avenues, such as EVAC staff members, must send a copy of their certificates to Human Resources.
- D. **Promoting Safety & Health in the Workplace**
 1. **Exposure Control Plan:** Mr. Lee reported that the Exposure Control Plan was distributed to all employees via the ADP payroll system. Employees will see that they have a task to complete when they sign in to ADP, they will have an opportunity to review the policy and then click that they acknowledge receipt. A majority of employees have signed off on the policy with just a few remaining; Ms. Cannella will follow up with those remaining. This document and any other policies the Town distributes through ADP will remain within the employee's personnel record. The employee will have access to return to the policy at any time on the ADP App.
 2. **Wheeler Clinic Employee Assistance Program (EAP):** Mr. Lee reminded the committee that the Town provides employees with access to the Wheeler Clinic Employee Assistance Program. This program is completely confidential and there is no cost to employees or their family members for the first three visits. Committee members were reminded that the information is sent to employees each month to keep them informed of the benefit available to them. Mr. Lee added that the Wheeler Program deals with severe problems as well as the smallest problems. Ms. Cannella reiterated that the Town receives no information regarding names of employees who take advantage of this program; only the number of visits that occurred.

April 10, 2025

3. Recommendations from Committee Members:

a) Follow-up on pending items

- 1) 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. He added that the program was successful last spring when 26 employees took advantage of the offer to receive CPR training at the Town's cost; one employee is credited with saving a family member's life shortly after attending this training. Anyone who trained last year is still certified. Chief Hany will hold class for as few as three attendees.

b) Recommendations or Concerns from Committee Members:

- Mr. Rainaldi asked how often the panic buttons are tested. Mr. Lee noted that DPW tests them on a schedule. He reminded the committee that the Town is looking to implement a new system that is being trialed at Hall Memorial Library. He added that the new program has additional features, such as real-time video, that the current panic buttons do not offer.
- Mr. Lee reported that there are a few dead spots in Town where there is spotty cell service and one of those is Robert Tedford Memorial Park. He said that there is currently discussion regarding the possibility of addition blue light stations that are intercom based. The individual pushes the button and a call goes to 911. There may be funds available from the Comprehensive Lighting Project that may facilitate addition the blue light stations at Tedford Park, the Pinney fields and a few other locations under discussion.
- Ms. Bartley reported that the wi-fi in the Recreation/Human Services building has been very limited. Mr. Lee said he would let Mr. Fliss know about this concern.
- Mr. Lee stated that OSHA has acknowledged the Safety & Health Committee for their proactive efforts in tackling various issues. The OSHA representative was particularly impressed by the information the Committee provides to employees and the composition of the Committee itself, highlighting that the Town encompasses all departments and does not restrict membership to just department heads. Mr. Lee also commended all committee members for voicing concerns and ideas for discussion and resolution.

4. Spring Tick Prevention Advisories: Mr. Lee mentioned that he has sent out the annual spring tick prevention advisory. He emphasized that it primarily contains common-sense recommendations, and the email includes links for additional information. This safety advisory was provided to department heads for them to share with their staff members.

III. Other Business: Mr. Lee highlighted that previous July meetings were canceled due to vacations and time off. He urged members to inform him of any topics that should be addressed in July, which could justify holding the meeting instead of canceling it. Mr. Lee added that any recommendations for educational sessions that members see as beneficial for staff members are welcome to bring them forward to the committee in order to continue to offer ongoing relevant educational opportunities to the staff members.

IV. Adjournment:

MOVED (HANY), SECONDED (BARTLEY) AND PASSED UNANIMOUSLY TO ADJOURN THE SAFETY & HEALTH COMMITTEE MEETING AT 10:17 AM.

Respectfully submitted,



Walter Lee, Chairman