

Town of Old Lyme Safety Committee

December 8, 2015

Present: Don Bugbee, chair (P&R), Bonnie Reemsnyder (First Selectwoman), John Cody (Fire Dept) , Kathy Hall (Town Hall), Cathy Frank (Town Hall), , Stephanie Lyon (Senior Center), Lynn Philomen (Animal Control), Tom Heinssen (Police Dept), David Dow (EMS)

Absent: Evan Gaffey (CIRMA), Brian Lorentson (PW)

Call to order

Committee chair Don Bugbee called the meeting to order at 9:35am.

Approval of September 1, 2015 Special Meeting Minutes

Motion made by John Cody, seconded by Stephanie Lyon, to approve the minutes of June 9, 2105. Motion passed.

John Cody said going forward he should be listed as Fire Dept representative only.

David Dow will be representing EMS.

First Selectwoman Reemsnyder reiterated the purpose of the Safety Committee, stating it is a mandatory committee meant to address safety concerns of town employees.

Old Business

- *Town of Old Lyme Emergency Plan*

Panic buttons in the Town Hall have not yet been installed although Zelek Electric has installed the control panel (in Cathy Frank's office) and done some signal testing with Valley Shore.

John Cody, David Dow & Tom Heinssen spoke about the importance of having a plan in place before the buttons are used. John Cody will provide information on a UNH class. Bonnie Reemsnyder referred to a Hartford PD video entitled "Run, Hide, Fight." Tom Heinssen recounted his experience with panic button installation in the schools and asked about remote capability of the buttons to be installed in the Town Hall.

Don Bugbee will contact Zelek Electric for an update on the installation schedule and additional information.

The committee agreed that panic button installation and development of a plan for use of the panic buttons could occur concurrently.

- *Trash and Recycling Containers location*

Blackburn Cleaners provided a recommendation on the number of trash/recycling containers actually needed at Town Hall, and Public Works has removed the additional containers. Bonnie has spoken with Ed Adanti about arranging for placement of the cans on pick up days.

- *Fire drills*

Don noted that we are still waiting for the required egress maps from David Roberge.

David Dow offered to facilitate fire drills at the Town Hall.

A motion was made by Cathy, seconded by Tom Heinssen to schedule one fire drill before the end of the year and to schedule future drills twice annually, one in May and one in October. Motion passed.

At Stephanie's request, David will work directly with her to schedule a drill/drills with regular Center patrons.

Tom Heinssen will work with Lynn Philomen to develop an Animal Shelter plan.

We will ask Ed Adanti to make sure fire safety instructions are included in safety meetings at least once a year.

We will add fire drill instructions for each town building as appendices to the Emergency Plan.

- *No Smoking Policy*

Evan Gaffey provided information on sample smoking prohibition policies after the last meeting. Don Bugbee reported that both East Lyme and Old Saybrook prohibit smoking in town parks. The committee discussed whether to identify areas where smoking is allowed and how the policy would be enforced. It was agreed that park patrons are likely to remind violators of a no smoking policy.

Cathy Frank and Tom Heinssen volunteered to draft a No Smoking policy for the Town; Bonnie will review. The draft policy will be drafted for the next Safety Committee meeting. The Safety Committee will make a recommendation to the Board of Selectmen.

- *Injury reporting forms*

Cathy will continue to send an injury reporting form to town staff along with the minutes of each Safety Committee meeting. Carrie McCarthy, EMS Chief and Tom Risom, Fire Dept Chief, will be added to the email recipient list.

- *Rogers Lake Boat Policy*

Bonnie received a written policy from the Chair of the Rogers Lake Authority and will share it with the committee.

- *Cross Lane Parking Lot Lighting*

Zelek Electric checked the parking lot lights before Election Day. Bonnie believes additional portable lights are needed for the end of the parking lot. David Dow said new London has recently acquired electronic message boards with lights through a grant. Bonnie suggested there may be a possibility of a shared grant with nearby towns (East Lyme, Lyme). She mentioned an ICE grant.

- *Safety Committee goals*

Don recounted goals discussed in the past, including fire drills and a no smoking policy on town properties.

New Business

Senior Center – Stephanie requested assistance with operation of the security cameras. She has not been able to access the data and has been unsuccessful contacting Mike Swaney, the installer.

Tom Heinssen will stop by the Senior Center to look at the camera operation with her, and Don Bugbee will call Mike Swaney on her behalf.

ADA self-assessment – Cathy reported a Town Hall building assessment is being conducted by a Life Skills student at the high school. The results will be shared with the First Selectwoman and decisions will be made about budgeting for work to bring the building into compliance with ADA requirements.

EMS – A new ambulance has been delivered, and the SUV is expected to be out of service for awhile.

Public Works – A safety railing is needed at the Transfer Station. Bonnie said a plan is in the works. The issue may come up at the January 2016 Town Meeting.

A railing at the Senior Center needs to be replaced. Stephanie is waiting for a quote from Mike Magee.

Finance – The Finance Office questioned a \$1400 invoice for replacement of batteries in emergency lights in Town Hall. While people agreed this was a high number, they also acknowledged that the battery life is 5 years, and these batteries had reached the 7 year mark. It was suggested that new battery technology may impact replacement schedules in the future.

2016 Safety Committee Meeting Schedule

A motion was made by Bonnie Reemsnyder, seconded by Cathy Frank, to adopt the following meeting schedule for 2016:

March 1

June 7

September 13

December 6

Public comment

None

Meeting adjourned at 10:45 am.

Cathy Frank
12/9/15