

Town of Old Lyme Safety Committee
Meeting Minutes
Tuesday December 6, 2016

Present: Don Bugbee, chair (P&R), Bonnie Reemsnyder (First Selectwoman), Kathy Hall (Town Hall), Cathy Frank (Town Hall), Stephanie Gould (Senior Center), Brian Lorentson (PW,) Wayne Collins (Police Dept), David Dow (EMS), John Cody (Fire Dept), Steve Pendl (CIRMA)
Absent: Lynn Philomen (Animal Control)

Call to order and roll call.

Chairman Don Bugbee called the meeting to order at 9:32am.

Approval of Sept 13, 2016 Meeting Minutes

Motion made by David Dow, seconded by Stephanie Gould, to approve the minutes of 9/13/16. Motion passed.

Old Business

Fire drills

David Dow reviewed drill procedures, recounting an issue with a resident at an unannounced drill with a blocked egress route. He had a subsequent meeting with First Selectwoman Bonnie Reemnsnyder and they agreed that staff needs to be proactive in intercepting residents who are in the building during a drill.

Cross Lane Parking Lot Lighting

Portable lights were used at Cross Lane on Election Day. A pilot LED lighting program has been approved for the town.

AED's / Public places

David reminded members that AEDs are sensitive to temperature extremes thus need to be indoors in most instances. Don reported that AEDs are in place permanently or seasonally at all Parks & Rec locations: Town Woods Park, White Sand Beach, Hains Park, Cross Lane.

Members agreed that an AED will be needed in the new Boathouse.

The Police Station, Lyme's Senior Center, and Town Hall are all equipped with AEDs.

There is not currently an AED at the Public Works Garage.

Cathy Frank said the new Old Lyme Events contains a request for buildings in town to report whether they have an AED so that a townwide AED inventory can be developed.

Don reported that a malfunction in the Town Woods Park security camera has been addressed. He expects to have access to security footage via his phone/computer soon, and will share the access info with Stephanie.

Don brought up the need for egress maps in the Town Hall and other town buildings. Stephanie will check at the Senior Center; Brian Lorentson will check at PW.

Members agreed that the Town should exceed minimum requirements when it comes to staff and public safety. *A motion was made by Cathy, seconded by Stephanie, to request funding in the 2018 budget to develop egress maps for 8 town locations: Town Hall, Senior Center, Police Station, Public Works Garage, 3 Firehouses and Volunteer Ambulance office, new Boathouse. Motion passed.*

Safety Committee goals

Cathy asked that building security be considered as a committee goal. Members discussed how to enforce the need to secure the Town Hall building after meetings and events.

Stephanie said the Senior Center has instituted a fine for non-compliance with security procedures, and suggested requiring after hours users to sign and return a form.

Bonnie suggested a memo to boards & commissions with a reminder to check all lights and doors before exiting the building. The memo will state that we are working out a system for future use and will explain that an 004 code on the alarm pad means that the "old" basement door is not tightly closed.

Members suggested that a checklist could be developed and be available on a clipboard and be laminated/posted in conference room areas.

Bonnie recounted two issues presented at a recent CIRMA meeting about cyber security. In one case, an employee opened an email on a personal account using town equipment and opened the Town to a ransom attempt. Thieves used the personal account to gain access to the Town's financial records, which they then locked & demanded ransom funds to unlock.

Bonnie said employees need to be told that they cannot access personal e-mail accounts from the town server.

In another instance, thieves hacked the email account of a construction company working on a town project. The thieves then submitted an invoice to the Town's Finance Dept. and provided ACH data. The Finance Dept. deposited \$500,000 into the bogus account. The Town was not covered by insurance for the error because due diligence was not performed.

Town of Old Lyme Emergency Plan

Bonnie said she has not had a chance to follow up on *panic button procedures* yet. David suggested asked Rick Darin of Valley Shore to advise the Town on an appropriate procedure.

Members discussed the importance of *Caller ID* in each building, and confirmed that the Police Dept & Fire Depts are among the buildings not currently equipped with caller ID. *Bonnie will follow up with Ruth Roach.*

No Smoking Policy

Bonnie said the Board of Selectmen has reviewed and discussed the Safety Committee's request for a no smoking policy on all town properties. She will revisit the request at an upcoming Board meeting.

Wayne Collins asked that consideration be given to smoking in designated areas. He has observed that smoking in public has declined quite a bit.

New Business

2017 Meeting Dates were set for the 1st Tuesday of the month in March, June, September, and December: March 7, June 6, September 12, December 5.

A motion to set those dates was made by Cathy, seconded by Wayne. Motion passed.

Cathy Frank suggested she be replaced on the committee with another Town Hall representative. Don will follow up with Bonnie.

Public Comment

None

Meeting Adjournment

Motion made by Cathy to adjourn at 10:36am

Submitted by

Cathy Frank

12/6/16