

Town of Old Lyme Safety Committee

June 21, 2016

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), Brian Lorentson (PW), Steve Pendl (CIRMA); Ray Zelek (Zelek Electric)

Absent: Lynn Philomen (Animal Control), Police Dept, David Dow (EMS)

Call to order

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

Approval of March 1, 2016 Meeting Minutes

Motion made by John Cody, seconded by Stephanie Lyon, to approve the minutes of March 1, 2016. Bonnie Reemsnyder and Cathy Frank, both absent from that meeting, abstained. Motion passed.

Old Business**• Town of Old Lyme Emergency Plan: Panic Buttons**

Ray Zelek led a discussion about the installation of panic buttons in the Town Hall. Zelek Electric has installed the control panel (in Cathy Frank's office) and done some signal testing with Valley Shore. Buttons have been assigned but not yet distributed. The buttons are wireless transmitters that must be held for 2 seconds. They transmit a signal to the control panel, which notifies Valley Shore. Valley Shore has requested a back up call to confirm an incident and provide additional information. Steve Pendl suggested developing a bullet list procedure for using the panic buttons.

Ray suggested using the phone system as step 1 of that procedure. He will come to the Town Hall at the end of a work day to test the phone system.

Questions:

Does #O send an intercom message to all phones?

If so, are people unable to make an outside call (eg to 911) if intercom is engaged?

Bonnie said it would be helpful if CIRMA developed a best practices guide about panic buttons. Steve will share school procedures and will ask that a poll of other towns be conducted.

• Trash and Recycling Containers location

Nothing to report

- *Fire drills*

Don noted that while egress maps have been posted elsewhere in the Town Hall, there are none on the lower level. He was told by David Roberge that none were needed on that level. Committee members noted that there is now a conference room on the level. Steve confirmed that there should be an egress map in the conference room, as in all public areas. Employees should be instructed about egress routes from their offices. Don will speak with Dave about the need for additional egress maps. Cathy will confirm if there is emergency lighting in lower level storage areas.

Steve suggested closing off an exit for a future fire drill (eg stating the main entrance is the site of the fire) so people will be forced to use an alternate route. John Cody will let David Dow know about this suggestion. David has offered to facilitate unannounced fire drills at the Town Hall.

- *Injury reporting forms*

Steve asked if we had been updated on 30c forms. CIRMA now requires that all reporting be done through a single office. The Town's reporting has always been done through the Finance Director.

- *Rogers Lake Boat Policy*

Bonnie received a written policy from the chair of the Rogers Lake Authority. This item can be removed from future agendas.

- *Cross Lane Parking Lot Lighting*

Committee members agreed that proper lighting is essential during public events, e.g. elections. No one is aware of any current issues. Some lighting repairs and tree trimming was done in the past year. The Town is upgrading to LED lighting throughout Town. Bonnie will discuss upgrading to LED at Cross Lane with Don.

- *Safety Committee goals*

Nothing new to report.

- *No Smoking Policy*

Don was contacted by the White Sand Beach Association, which is considering a no smoking policy for their beach. The Safety Committee discussed a Town policy at a previous meeting. A motion was made by Cathy Frank, seconded by John Cody, to ask the Board of Selectmen to consider adopting a smoke-free policy for all town properties in the Town of Old Lyme. Motion passed unanimously.

- *AED at Places Serving the Public*

John Cody asked about the possibility of a Town Ordinance requiring an AED at places where large numbers of the public gather. He was concerned about the lack of a device

at the Big Y, which has a corporate policy prohibiting them. Bonnie will ask CCM to research policies in other towns.

New Business

John Cody reported the Fire Dept. is instituting new procedures for physicals that will include cardio-testing. They'll be contacting the New London Fire Dept, which has a similar procedure in place. Steve mentioned the Berlin Fire Dept's arrangement with Hartford Health Care for more thorough physical exams.

John brought up the problem of cars speeding on Route 1, and bicyclists riding in the center of Route 1 instead of in the bike lane. Bonnie will mention the problems to the Police Dept.

For the next issue of Old Lyme Events, John will be addressing the failure of some drivers to pull to the side of the road for vehicles with flashing lights. He said responding volunteers are often driving their own vehicles - perhaps other drivers don't know what their flashing lights indicate.

The next meeting of the Safety Committee will be at 9:30 on September 13.

Public comment

None

Motion made by Cathy, seconded by Stephanie to adjourn.

Meeting adjourned at 10:41 am.

Cathy Frank

06/21/2016