

Town of Old Lyme Safety Committee

Minutes

Tuesday September 1, 2015

Present: Don Bugbee, chair (P&R), Bonnie Reemsnyder (First Selectwoman), John Cody (Fire Dept; EMS), Evan Gaffey (CIRMA), Kathy Hall (Town Hall), Cathy Frank (Town Hall), Brian Lorentson (PW)

Absent: Stephanie Lyon (Senior Center), Lynn Philomen (Animal Control), representative from Police Dept

Call to order and roll call

Committee chair Don Bugbee called the meeting to order at 9:38am.

Approval of June 9, 2015 Special Meeting Minutes

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

Old Business

- *Town of Old Lyme Emergency Plan*

First Selectwoman Reemsnyder updated the committee on the installation of panic buttons in the Town Hall. The buttons have not yet been installed although Zelek Electric has begun the process. She would like to schedule a drill once the buttons are in. Committee members discussed a Town Hall Emergency Plan drafted by Cathy Frank and David Dow. The intent was to use the Town Hall Plan as a template for other Town buildings. The Plan includes a checklist for keeping a record of information received during a phone call, as well as instructions on what to do/where to go in various types of emergency situations. It was adapted from a District 18 template.

John Cody offered to compare the phone checklist with one developed by the FBI. Bonnie suggested putting the final approved plan in a clear plastic binder for easy reference. She said it will be important for all staff members to be trained on the location and use of the panic buttons as well as the Emergency Plan and suggested scheduling a training session once the buttons have been installed. John was asked if he would review the draft Plan. He may be able to assist with the training.

Evan Gaffey asked if staff would know when a panic button has been pushed. Bonnie said the intercom system (through the phones), rather than the panic button system, could be used to notify staff of an incident. The intent is not to escalate a problem situation.

Bonnie, John, and Cathy will meet to discuss the Plan and schedule training. A special Safety Committee meeting may be called to approve a final Plan.

- *Trash and Recycling Containers location*

Cathy will ask Blackburn for a recommendation on how many trash/recycling containers are actually needed at Town Hall. Bonnie will speak with Ed Adanti about fixing the latch on the container enclosure and arranging for placement of the cans on pick up days.

- *Fire drills*

Evan will research sample smoking prohibition policies.

- *Injury reporting forms*

Don has asked sports organizations and teams using town fields to advise him if/when an injury on town property has occurred. Should notification of injuries be added to Facility Usage Forms? Bonnie asked if requiring notification opens the Town to any level of liability. Evan Gaffey will confirm if we should require notification and, if so, what language we should use to avoid liability issues.

- *Rogers Lake Boat Policy*

Bonnie recalls a conversation with Mike Sicord in which she confirmed that no civilians are permitted on the patrol boat and she asked for a written policy. Don referred to a March 2015 e-mail indicating that the Rogers Lake Authority would be developing a written policy. Bonnie will follow up with RLA Chair.

- *Cross Lane Parking Lot Lighting*

Has the Cross Lane lighting situation been resolved? Safety during elections has been an issue. PW has reserved portable lights for several years.

Cathy will follow up with Zelek Electric to check the parking lot lights after October 1. Bonnie suggested LED lights for the Cross Lane parking lot.

- *Safety Committee goals*

Don and Evan have scheduled playground inspections for next week.

The committee agreed that regular fire drills are imperative, but we are still waiting for egress maps that need to be posted throughout the building before the drills are scheduled. Bonnie said Fire Marshal Dave Roberge has confirmed that he has completed the maps. She will follow up with Dave.

Bonnie has confirmed that the buttons in the Areas of Refuge are not part of a notification system – they are used to close/seal the doors. Floor captains would be responsible to report that a person is in an Area of Refuge during an emergency. She suggested scheduling a tour of the building for the Fire Dept. to make them aware of the Areas of Refuge.

Committee members discussed the possibility of a no smoking policy around Town property. Evan will research sample policies with CIRMA and CCM. The Board of Selectmen would be asked to adopt a policy if the committee recommends it. Bonnie said it is important to start talking about the possibility of a smoking prohibition with fire department officials.

The next Safety Committee meeting is scheduled for 9:30am on December 1. A special meeting may be called before then.

New Business

None

Public comment

None

Adjournment

Motion to adjourn made by Cathy, seconded by John at 10:40am.

Cathy Frank

9/2/15