

Town of Old Lyme Safety Committee
Sept 13, 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)

Absent: Lynn Philomen (Animal Control), Police Dept, David Dow (EMS), John Cody (Fire Dept), Steve Pendl (CIRMA), Police Dept rep.

Call to order

Committee chair Don Bugbee called the meeting to order at 9:50am.

Approval of June 21, 2016 Meeting Minutes

Motion made by Bonnie Reemsnyder, seconded by Brian Lorentsen, to approve the minutes of June 21, 2016. Motion passed.

Old Business

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

Bonnie received an email from Steve Pendl of CIRMA stating that best practices have not yet been developed by CIRMA. Bonnie will test the phone system to ascertain that #O sends an intercom message to all phones, and if people are able to make an outside call (eg to 911) when the intercom is engaged.

Written procedures for use of the intercom & panic buttons need to be developed for staff. Cathy & Michele tested & ordered Velcro that can be used to affix the panic units under desktops and counter tops.

• *Fire drills*

Don reiterated his concern that there are no egress maps on the lower level of the Town Hall. Although David Roberge told him that none were needed on that level, Steve Pendl of CIRMA confirmed at the last meeting that the maps should be in every public area. As there is now a lower level conference room, there should be an egress map there. David Dow is aware of Steve's suggestion from the last meeting of 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. David came to the Town Hall for an unannounced drill during the summer, but because of limited staff in the building at the time, he changed the plan.

• *Cross Lane Parking Lot Lighting*

The Town is upgrading to LED lighting throughout Town. A Sept 27 Town Meeting may include upgrading to LED at Cross Lane. Brian will remind Ed Adanti of the need for portable lighting in the parking lot for Election Day in November of this year.

No Smoking Policy

The Safety Committee voted at the last meeting to ask the Board of Selectmen to consider adopting a smoke-free policy for all town properties in the Town of Old Lyme.

Bonnie has added this recommendation to the agenda of the next BOS meeting. One question may be whether an ordinance would be required.

- *AED/Public Places*

Committee members discussed the location of AEDs currently in place at town properties and agreed that we need a list of those locations. Don has portable (not mounted) units at P&R sites, including Hains Park and White Sand. An AED is mounted at Town Woods Park. We will confirm the need for units at the Police Station, Public Works garage/Animal Control office and Transfer Station and make budget request if needed.

Don reported that a recent malfunction of the Town Woods Park security camera has been corrected. He is making arrangements for access to the security video by computer and cell phone, and will include Stephanie in those arrangements at her request. The Senior center has a similar/the same type of security camera set up.

Bonnie asked if a security camera should be considered for the Sound View Parking Lot. She will discuss further with Don.

- *Safety Committee goals*

The Committee decided to add Training Opportunities for Staff as a committee goal. Suggestions for topics included terrorism, security & cyber security.

The committee decided to schedule staff meetings in the week following each quarterly safety committee meeting. This will provide an opportunity to remind employees that the safety committee is concerned with employee safety, and involve staff members in discussions & decision making about safety on town properties. Bonnie will schedule staff meetings for 9 and 10am on Wednesday, Sept. 21.

New Business

A Committee Roster needs to be posted, with employees made aware that they can report safety concerns to any committee member. Don will prepare the Roster. A new Police representative needs to be named and Bonnie will address this with RST Gary Inglis. The current Committee members are: Don Bugbee (Parks & Rec), Brian Lorentson (PW), John Cody (Fire Dept), David Dow (EMS), Stephanie Gould (Sr. Center), Lynn Philomen (Animal Control), Kathy Hall & Cathy Frank (Town Hall), and Bonnie Reemsnyder (First Selectwoman).

Bonnie suggested posting the roster along with copies of minutes from the most recent 4 Committee meetings.

Public comment

None

The next meeting of the Safety Committee will be at 9:30 on December 6.

Motion made by Cathy, seconded by Stephanie to adjourn.

Meeting adjourned at 11 am.

Cathy Frank 09/13/2016