

**Old Lyme Safety Committee  
Tuesday, February 21, 2012  
Unapproved Minutes**

The first meeting of the newly formed Safety Committee held a Special Meeting at 9:00 AM on Tuesday, February 21, 2012 in the 2<sup>nd</sup> Floor Conference Room of the Old Lyme Memorial Town Hall. First Selectwoman Bonnie Reemsnyder, Brian Lorentson (PW), Dominic Solari (PD), Brett Flynn (Ambulance) and Don Bugbee (TH; P&R) were present. Paul Gillis of CIRMA was also present.

Absent: Cathy Frank (TH), Bob Pierson (FD), Sandy Bannon (AC)

**1. Approval of Minutes**

None

**2. Presentation**

Paul Gillis, our CIRMA Risk Management specialist started the meeting off with an overview of what the Safety Committee is charged with, as well as some publications from CIRMA. The focus of the Committee is to look at work place safety, and how to improve that. Paul shared our most recent record of work place injuries, and indicated that we have a very good experience (meaning lower number of injuries). Prevention of injuries should be our goal.

There was some discussion about some typical training in different departments and availability of First Aid Kits. There was a question about whether this should cover volunteers (as in EMS, FD), and it was clarified that the insurance covers volunteers, so it may be prudent to have a volunteer representative on the Committee. Brett Flynn will discuss with Barb of ambulance.

**3. Election of Officers**

Motion made by Dominic Solari for Don Bugbee as Chair. Motion carried.

Motion made by Don Bugbee for Brett Flynn as Vice Chair. Motion carried.

Motion made by Don Bugbee for Dominic Solari as Secretary. Motion carried.

**4. Old Business**

None

**5. New Business**

There was discussion about what constitutes a special meeting and what constitutes a regular meeting, as well as when agendas need to be posted. Don suggested that we

schedule meetings more often than once a quarter to start out, as we are coming upon the spring/summer season when there is more risk for injuries. It was agreed that Tuesday mornings at 9 AM would work for all, so the schedule of meetings is as follows:

Mar. 6, 2012  
Apr. 3., 2012  
May 1, 2012  
June 5, 2012  
Sept. 4, 2012  
Dec. 4, 2012

Paul offered to get a Best Practices guide to the committee to address loss management.

**6. Public Comment**

None

**7. Adjournment**

Motion to adjourn made by Brett at 10:15 AM. Motion carried.

Next meeting will be on Mar. 6, 2012 at 9 AM in the 2<sup>nd</sup> Floor Conference Room of Town Hall.

Respectfully submitted,

Bonnie Reemsnyder  
Temporary Secretary