

Town of Old Lyme Safety Committee
Special Meeting June 9, 2015
Minutes

Present: Don Bugbee, chair (P&R), Bonnie Reemsnyder (First Selectwoman), John Cody (Fire Dept; EMS), Evan Gaffey (CIRMA), Kathy Hall (Town Hall), Lynn Philomen (Animal Control), Cathy Frank (Town Hall)
Absent: Stephanie Lyon (Senior Center); representatives from PW, Police

Call to order and roll call.

Meeting called to order at 9:35am

Approval of March 10, 2015 Special Meeting Minutes.

Motion by Bonnie Reemsnyder, second by John Cody. Motion passed.

Old Business

a) Town of Old Lyme Emergency Plan.

- 12 Panic Buttons ready to be installed by Zelek Electric. First Selectwoman asked Committee for input on locations.

Lower level–2 or 3: P&R, Social Services, entrance to mechanical corridor if door cannot be locked

First floor-5: Selectman's Office, Tax Collector (2), Town Clerk, Meeting Hall

Second Floor-4: Building counter, Land Use counter, Finance Director, Finance Asst.

- First Selectwoman will speak with Lyme First Selectman about panic button(s) for Senior Center
- John Cody offered to share materials from a 6/17 workshop he is presenting on workplace violence
- First Selectwoman noted that staff attended a CIRMA workshop on workplace violence

b) Trash and Recycling Containers location

Committee agrees that PW should be responsible for positioning the containers for pick-up. First Selectwoman will contact PW Director Ed Adanti to discuss.

c) Fire drills

Staff reported fire incident caused by cigarette butt igniting mulch outside Meeting Hall. Evan Gaffey will provide sample policies and

recommendations for adopting more stringent smoking regulations at Town Hall.

d) Injury reporting forms

Don Bugbee related a recent Little League injury that resulted in an ambulance call and asked for guidance about the Injury Reporting Form. Evan indicated that the department/entity in charge is typically responsible for reporting any injuries and completing any forms. In Don's example, the Little League would be responsible to complete a form and submit to their insurance carrier. Going forward, Don will instruct outside groups using town athletic facilities to inform him if an injury has occurred.

e) Rogers Lake Boat Policy

Don Bugbee will follow up with the First Selectwoman.

f) Cross Lane Parking Lot Lighting

Don Bugbee will follow up with the First Selectwoman.

g) Safety Committee goals

Don Bugbee reported that Cross Lane playground equipment has now been removed. The Junior Women of Lyme/Old Lyme are discussing a project that would update equipment at Town Woods and replace the playground at Cross Lane. Evan suggested looking into the availability of funding through the Sandy Hook Playground project. Evan also confirmed that facilities should be inspected annually. Don will schedule inspections through Evan.

Egress Maps for the Town Hall have still not been completed and displayed. Don will speak with the First Selectwoman on the matter.

New Business

John Cody reported some concerns of the Fire Department. When homes are located a distance from the actual street address (e.g. at the end of a long driveway), it would be helpful for Fire responders to know the distance when they arrive on the scene. They are asking that residents post signs ("100 yards to house") as an aid.

Evan asked if residents could provide the information to the Fire Dept for advance mapping, rather than posting a sign.

John said the Department is also asking for residents to notify a firefighter when all residents have exited a structure on fire. This can prevent firefighters from needlessly entering a burning building, putting themselves at risk.

Don Bugbee reported that P&R summer staff has been hired. First Aid training will be scheduled for some staff members. He will contact Stephanie Lyon when training has been scheduled. She expressed interest in bloodborne pathogen training at the previous meeting.

Members agreed that fire drills should be scheduled at the Town Hall at least twice annually. Don said the schedule is up to the First Selectwoman.

Don would like to see a First Aid kit kept under the AED in the Town Hall and will consult Doug LoPresti and Colleen Atkinson of CSED.

Don purchased 5 AED units for Town Woods Park (a 2nd unit), Hains Park, White Sand Beach, and Cross Lane fields (2 units).

Evan said that CIRMA will require online reporting of injuries effective January 1, 2016.

The next Safety Committee meeting is scheduled for September 1 at 9:30am.

Public comment

None

Adjournment

Motion by Cathy, second by John Cody. Meeting adjourned at 10:20am.

Submitted by

Cathy Frank
6/9/15