

Town of Old Lyme Safety Committee Minutes
Tuesday March 6, 2012

Attending: Don Bugbee, Committee Chair; Bob Pierson (Fire); First Selectwoman Bonnie Reemsnyder; Cathy Frank (TH); Brian Lorentson(PW); Sandy Bannon (Animal Control); Paul Gills of CIRMA was also in attendance.
Absent: Brett Flynn (Ambulance) and Dominic Solari (Police)

Committee Chair Don Bugbee called the meeting to order at 9am.

Approval of Minutes

A motion was made by Don Bugbee, seconded by Bob Pierson, to approve the Feb 21, 2012 meeting minutes as submitted. Motion passed

Old Business

Committee Goals & Objectives

Don Bugbee reviewed actions taken at the initial meeting (election of officers and scheduling meetings). Committee members discussed the need for alternate members. Four of the seven committee members must be in attendance to satisfy quorum requirements. Public Works, Volunteer Fire Dept and Town Hall will name alternates to serve.

- Kathy Hall will be asked to serve as a Town Hall alternate.
- Because of Police scheduling constraints, it was agreed that they will name an alternate as needed.

Committee members discussed the need to establish consistent written procedures and safety protocol to be used in each department. The Safety Committee should be notified of all incidents and near incidents so that corrective actions can be implemented.

- Police, Fire, Public Works, Animal Control already have procedures in place. Representatives of those departments will provide details of those procedures for the next meeting.
- Paul Gills will provide sample standardized incident reporting forms from CIRMA to Don and Bonnie.

- Bonnie will prepare a memo to Town staff with a draft Policy statement and request feedback before the next safety Committee meeting.

Paul Gills asked how information about CCM Safety Training is disseminated to employees. (E-mails are forwarded to department heads). Paul will schedule a separate meeting with Don to review CCM/CIRMA training materials available to supplement the current training Don provides to seasonal Parks & Rec staff.

The Committee will plan and schedule drills for fire and other safety situations in the future.

The Committee will discuss incident reporting for situations involving members of the public after the staff reporting forms are completed.

New Business

None

Public Comment

None

Adjournment

A motion was made by Bob Pierson to adjourn at 9:45am. Motion passed.

The next meeting of the Safety Committee is scheduled for Tuesday, April 3 at 9am.

Cathy Frank, acting Secretary
6 March 2012