

Town of Old Lyme
Safety Committee Meeting Minutes
Tuesday April 3, 2012

Attending: Bon Bugbee, Committee Chair; Brian Lorentson (PW); Sandy Bannon-Rankin (Animal Control); Brett Flynn & Frank Geer (OL Ambulance); Cathy Frank (TH). Paul Gills of CIRMA was also in attendance.

Absent: Wayne Collins, as alternate for Dominic Solari (Police), John Cody (Fire Dept)

Committee Chair Bon Bugbee called the meeting to order at 9:04am. Call to order and roll call.

Approval of Minutes

A motion was made by Brett Flynn, seconded by Brian Lorentson, to approve the March 6, 2012 meeting minutes. Motion passed.

Old Business

Committee goals and objectives

- Don Bugbee reviewed action items from previous meeting. A copy of memo sent by First Selectwoman Bonnie Reemsnyder to Town Hall staff is attached to these minutes. Cathy Frank confirmed that Bonnie has appointed floor captains at the Town Hall. No fire drill dates have been set yet.
- It was agreed that Police, Fire, Public Works, Animal Control and Ambulance will provide electronic or hard copies of the written procedures and safety protocols already in place in their departments by April 16. Cathy offered to compile the documents for distribution to Safety Committee members. The procedures will be reviewed at the next meeting on May 1.
- Paul Gills will meet with Don Bugbee to review training needs for Parks & Rec seasonal employees on Thursday, April 5.
- Paul will provide sample standardized incident reporting forms to Bonnie before the next meeting.

New Business

- Paul Gills stated that **sexual harassment training** is required every 3 years to employers with 50 or more employees. Additional training is required for supervisors. He indicated that most CIRMA members have a zero tolerance policy for sexual harassment and said there have been cases in recent years where supervisors in Fire, PW and Police departments have lost their jobs as a result of harassment issues.
- Don will confirm through Nicole Stajduhar, Finance Director, that Sexual Harassment posters are in place as required.
- Don and Paul will check with the First Selectwoman about scheduling the training for Town employees. The training sessions last 1 ½ hours and are also available on CDs.
- Brett Flynn & Frank Geer reported that per OSHA, Ambulance responders are required to wear reflective clothing when responding on a street with a speed limit of 25mph or higher. The Volunteer Ambulance Association will split the cost with the Town. The Town's cost should be approximately \$70 per person. They were advised to speak with Finance Director Nicole Stajduhar after the Safety Committee meeting.
- Paul Gills asked if any departments had injuries to report. Brett said there is a possible lifting injury for Ambulance.

Public Comment

None

A motion was made by Cathy, seconded by Brett, to adjourn at 9:32am.

Cathy Frank, acting Secretary
4 April 2012