

**TOWN of BEACON FALLS SAFETY COMMITTEE  
MEETING MINUTES  
January 10, 2018  
(Draft Copy – Subject to Revision)**

**1. CALL TO ORDER**

Chairman Rob Pruzinsky called the meeting of the Town of Beacon Falls Safety Committee to order at 10:02 A.M. with the pledge to the flag.

**2. ROLL CALL: MEMBERS PRESENT: MEMBERS ABSENT:**

PRESENT: Chairman R. Pruzinsky; First Selectman C. Bielik; P. Colon (Custodian); R. Egan (Park & Rec); L. Greene (Town Clerk); A. Enquist (Library); J. Gracy (Public Works); S. Mis (Town Nurse); E. Dionne (Senior Center)

ALSO PRESENT: Chris McInnis, McInnis, Inc. HR firm; Rachel Merritt and Steve Pendl, CIRMA

ABSENT: J. Baldwin (Building Inspector); P. Betkoski, M. Krenesky (Selectmen); E. Rodriguez (Police Dept); T. Carey (Treatment Plant)

**3. REVIEW AND APPROVAL OF ANY MINUTES**

Motion to accept minutes from the October 11, 2017 meeting: Bielik/Egan; no discussion; all aye. J. Gracy, S. Mis and E. Dionne abstained as they did not attend the October 11, 2017 meeting.

**4. COMMENTS FROM THE PUBLIC - none**

**5. CORRESPONDENCE - none**

**6. OLD BUSINESS**

**A. Confined Space Training**

C. Bielik commented that this was trying to be scheduled, but may need to wait until spring, after snow season ends.

**ACTION:** R. Pruzinsky to follow up with E. Rodriguez and CIRMA to schedule.

E. Dionne asked if anyone looked into purchasing a used car or van to drive when one or two seniors rather than using the senior bus.

C. Bielik replied that this purchase was budget driven and given that the state did not have a budget until December, it was difficult to proceed or commit funds. In the next budget cycle it will be looked into under capital projects. C. Bielik

recommended that B. Dionne include it in the Senior Center FY 2018-19 budget, which will be due to the Finance office by February 2.

E. Dionne raised a safety concern about the door into the Senior Center and that it should be a handicap door with a push button entry. She will get a quote for this renovation and as well as having an outside door installed into the town nurse's office for added privacy.

C. Bielik noted that there were possible LoCIP grant funds to cover these renovations which would also make the Senior Center ADA compliant.

L. Greene pointed out that the town hall does not have a push button handicap door.

R. Pruzinsky asked if CIRMA can assist by conducting a walkthrough of the town hall and identifying areas that need to be ADA compliant.

### **B. Update on Town Hall Renovations**

C. Bielik reported that town hall renovations were happening now. Renovations in the Tax Collector/Assessor's office begin in December. The office was painted on January 6 & 7 and new carpeting will be installed on January 13 & 14 there and in the assembly room.

## **7. NEW BUSINESS**

### **A. Any Incidents - New Reporting Protocol through McInnis, Inc.**

C. McInnis said there have been no new incidents and a written protocol for reporting incidents will be available by the end of the week.

A. Enquist had an incident while moving furniture after a library program. As a result, she will have help doing set up and break down for programs and new, lighter folding tables were purchased to replace the heavy tables.

R. Pruzinsky reported that S. Moffat had an incident which wasn't reported until the following day.

C. McInnis stressed the importance of reporting any incidents on the day they happen. **Their dedicated phone line for Beacon Falls is: 203-997-2028.**

S. Pendl noted that every injury needs to be reported to CIRMA. They look at trends and will suggest changes.

S. Mis added that every injury and incident needs to be documented because it may develop into problems in the future.

## **B. Forms**

Editable State of CT Workers' Comp First Report form and CIRMA injury report are available on the town website Forms page and Health Department page.

## **C. Training for any Department**

C. Bielik thanked all the town employees and paid elected officials who participated in the mandatory Prevention of Sexual Harassment training in December. C. McInnis noted a few employees missed the training and he will arrange a makeup session, perhaps during the evening. An online course is also available for anyone who cannot attend the makeup session.

## **8. COMMENTS FROM THE PUBLIC**

R. Egan reported there was dog waste and trash along the downtown streetscape walkway which will become more evident as the snow melts.

R. Merritt reported that comp claims were minimal. C. Bielik commented that department heads are doing a good job to raise awareness about safety.

S. Pendl noted that CIRMA offers over 120 online training classes and that OSHA 300 logs are moving to electronic reporting to the state. He added as tax season approaches, be cautious of cyber threats and leery of emails that may be ransom ware threats or attempts at stealing tax information.

J. Gracy suggested purchasing a laptop for Public Works that can be used to take training classes.

J. Gracy asked how to respond to social media posts criticizing town employees.

C. Bielik advised not to engage; people are seeking a response.

C. McInnis suggested having a generic response including a phone number for someone to call in their complaint.

## **9. ADJOURNMENT**

Motion to adjourn the meeting at 10:49 A.M.: **Mis/Dionne**; *no discussion*; all aye.

The next Safety Committee meeting is scheduled for **Wednesday, April 11, 2018 at 10 AM** in the Town Hall Assembly Room.

Respectfully submitted by

Martha Melville  
Clerk