

Safety Committee Meeting Minutes Tuesday September 25, 2012

In attendance: Don Bugbee, Chair; Bonnie Reemsnyder, First Selectwoman; Brian Dow, Fire Dept; Brian Lorentson, PW; Tommy Heinssen, Police; Cathy Frank, TH; Matt Lipp, CIRMA. Brett Flynn, EMS arrived at 9:20.
Absent: Sandy Bannon, Animal Control

Chairman Don Bugbee called the meeting at order at 9:10am. The minutes of the June 5, 2012 meeting were distributed. Corrections should be made: *Brian Dow* and *Brian Lorentson*. A motion was made by Bonnie Reemsnyder, seconded by Brian Dow, to accept the minutes as amended. Motion passed.

Don introduced CIRMA representative Matt Lipp.

Old Business

The committee discussed the **injury reporting forms** presented at previous meetings. *Matt Lipp will provide the current CIRMA reporting forms to Bonnie.* CIRMA has several different types of forms available, depending upon the incident being reported.

Bonnie stated that once the form is finalized, it is likely that one office (possibly Selectman's Office) will have the primary responsibility for completing the form. However, all staff members should be familiar with the form and understand why it is essential for all incidents to be thoroughly documented.

Tommy said it is important for all Town departments to follow the same reporting policy and to use the same form. The form should include recommended corrective action and the policy should clarify staff responsibilities to ensure that corrective action takes place.

Fire Drills will be scheduled twice a year. The initial Drill was announced in advance & took place in the spring. The next Drill will be unannounced. Staff should meet at the flagpole in front of the Town Hall and await instruction from Fire Dept. personnel. Town Hall Floor Plans were provided to Don for use as Evacuation Maps. *The route maps should be finalized and can be framed for placement through the building.* Bonnie will check requirements with David Roberge and Ron Rose.

Sexual harassment training for supervisors is required. Matt Lipp will provide the necessary training on *Tuesday, October 16, at 10am* in the Meeting Hall. CIRMA is required to provide a 2 hour session. Matt said the actual training will take 1 to ½ hours and he will be available for the balance for individual questions or problems.

Matt will coordinate with Brian Dow and Brett Flynn to *schedule an evening training for Fire and Ambulance volunteers later in the year.*

Brett Flynn reported that Jim Jakes is continuing to work out the details of **reflective gear for EMS personnel.**

New Business

Don referred to a memo from Finance Director Nicole Stajduhar regarding the required posting of **OSHA** notices. She will be ordering new posters for all Town sites. *Personnel at each site is responsible for posting the notices.* There are fines for non-compliance.

Tom Heinssen suggested sending a memo to staff (perhaps enclosed with paychecks) and posting the OSHA information on the Town website. *Ruth Roach will be consulted about the website.*

Matt Lipp suggested that the Town participate in the nominating process for CIRMA's **Annual Recognition Awards.** The deadline of 10/23 is flexible.

Don Bugbee asked if David Roberge should be on the Safety Committee. *Bonnie will speak with Dave.* Cathy asked that Kathy Hall be added to Committee list. Kathy is floor captain for the 2nd floor. *Don will speak with Kathy.*

Public Comment

None

Adjournment

The next meeting of the Safety committee will take place on **Tuesday, October 16 at 9am** if the Injury Reporting forms have been received from CIRMA. Don will confirm.

A motion was made by Don to adjourn. Meeting adjourned at 9:45am.

Catherine Frank
25 September 2012