

Minutes

Regular Meeting of the HEALTH and SAFETY COMMITTEE

Wednesday, December 19, 2012 @ 2:30 p.m.

Town Office Building

In attendance: C. Iino, H. Wright, D. McDougall, W. Adametz, J. Clegg, E. Disbrow, J. McDonald, J. McDonald

Visitors: Resident State Trooper Matthew Ward, CIRMA representative Matt Lipp, CSP
Senior Risk Management Consultant

1. The meeting was called to order at 2:30 p.m.
2. The Pledge of Allegiance was recited.
3. W. Adametz made a motion, seconded by H. Wright, to approve as written the minutes of meeting held September 19, 2012. All were in favor.
4. Old Business: C. Iino and D. McDougall reported that we received an acceptable quote for a new defibrillator. We will proceed with purchase pending approval of its inclusion in LOCIP budget at Town Meeting.
5. New Business: C. Iino introduced the topic of workplace safety, in response to the recent violent event at a school in Newtown, CT. She noted that while town employees often deal with angry people, we have had few explicit threats to date and emphasized the importance of reviewing and improving emergency plans. She opened the floor to comments and concerns. Fire Marshal J. McDonald introduced several ideas including the following, which were discussed at length:
 - A. **Surveillance Cameras and recorders**, similar to those at the Fire House , with generous signage warning that the premises are under 24-hour surveillance both as a deterrent and as an aid to law enforcement after an incident.
 - B. **Panic Button**: The committee discussed the merits of having a panic button at desks connected to the dispatch center.
 - C. **Lockdown** procedures and **Fire Drills**.
 - D. **Pre-plan**: Committee to review and update Fire Company's pre-plan for Town Hall, which provides an analysis of the building for emergency responders

E. Scenario Review: Committee discussed different ways in which Town employees can manage various emergency situations including role playing, 911 procedure review, code language and de-escalation training. CIRMA's Matt Lipp offered to supply training materials for staff.

As responses to various scenarios were explored, it was noted that housing the Resident State Trooper in a remote location, away from Town Hall and first responders, was less than ideal. As Town Hall renovations are being contemplated, the committee expressed support of including the Trooper office in these plans.

W. Adametz moved that the Health and Safety Committee officially supports inclusion of the Resident State Trooper's office in the renovated Town Hall. J. McDonald seconded the motion. All were in favor.

As there was no further discussion, J. McDonald moved to adjourn at 3:30 p.m. D. McDougall seconded the motion. All were in favor.

Respectfully submitted,

Elizabeth Disbrow

12/21/12