

Town of Lebanon  
Safety Committee  
Monday, April 23, 2018- 2:00 p.m.  
**Town Hall**  
**Upper Conference Room**  
**Minutes**

- 1.0 Call to Order: Chairman Linda McDonald called the meeting to order at 2:05 p.m. The following department representatives were present: Fire Chief John Lyon, LVFD President Mark Elliot, Donna Maheu (Library), Ian Havens (CIRMA), Myles Morrison (CIRMA), Jay Tuttle (Public Works- arrived 2:10 PM), State Trooper Collin Konow (arrived 2:15 pm), and Darcy Battye (Senior Center).

Others Present: First Selectman Betsy Petrie

- 2.0 Approval of Minutes from the January 22, 2018 regular meeting: J. Lyon MOVED to approve the minutes from the January 22, 2018 regular meeting as presented. M. Elliot SECONDED. MOTION CARRIED 5:0:0.

- 3.0 Discussion by Department: Incidents/Accidents; Safety Issues; Safety Improvements; new requests or suggestions:

- Public Works: J. Tuttle reported that he attended PPE (Personal Protection Equipment) Risk Management training recently and said there is a need to have a risk assessment at the Town Garage to identify physical hazards. I. Havens explained that a PPE job hazard analysis would have to be documented for every public works employee task and a template is available. I. Havens said he will communicate with J. Tuttle to arrange a time for a building walk-through.

J. Tuttle said he is gathering information in order to create a template on Tree Risk Management. He said he sent a proposal quote to the First Selectman to purchase additional cones and possibly signage indicating "Trees down" and "Wires down". Funds would come from the Emergency Management account.

- Police: C. Konow reported that CT DEMHS Regions 2 and 3 conducted security assessments at schools.
- Fire: J. Lyon reported one accident since the January meeting. Discussion followed on purchasing 50 cones and reflective tape for the Fire Department with Emergency Management funds. J. Lyon will provide a list of items to the First selectman.

- Library: D. Maheu said there were no safety issues to report.
- Transfer Station: L. McDonald had nothing to report.
- CIRMA: I. Havens reported that “Preventing Sexual Harassment” training was conducted earlier in the day at the Fire Safety Complex for Town of Lebanon employees and employees from other towns. Approximately 50 were in attendance. Two training sessions on Violence in the Workplace, Workplace Bullying and Workplace Harassment will be conducted at the FSC on June 14 and June 26, 2018. I. Havens also said a course on “Fire Rescue 1” has been added to CIRMA’s e-learning schedule.
- Town Hall: B. Petrie reported Everbridge CT Alert training will be conducted at Town Hall on May 22, 2018; a generator has been installed at the Senior Center using Emergency Management funds; and the Town is considering one propane vendor for all Town facilities to help eliminate shortages.
- Senior Center: D. Battye reported there were no falls or other safety issues at the Senior Center over the winter.

4.0 Adjournment: D. Battye MOVED to adjourn the regular meeting at 2:37 p.m. J. Lyon SECONDED. MOTION CARRIED 7:0:0.

Respectfully Submitted,

*Linda H. McDonald*

Linda McDonald, Chairman

Please see the minutes of subsequent meetings for the approval of these minutes and any corrections hereto.