

Town of Lebanon  
Safety Committee – Special Meeting  
October 24, 2011 - 10:00 AM  
**Town Hall – Upper Conference Room**

**AGENDA**

- 1.0 Chairman Patti Handy called the meeting to order at 10:05 am. Dennis Roberts (Transfer Station), Marion Chamberlain (CIRMA), Tom Conley (Public Works), John Lyon (Fire Chief) and Resident State Trooper Dave Southworth were also present.
- 2.0 Motion made by Conley, seconded by Roberts to approve the minutes from April 25, 2011 meeting. Vote: Yes, unanimous.
- 3.0 No changes to the worksheet.
- 4.0 Discussion by Department: Incidents/Accidents; Safety Issues; Safety Improvements; new requests or suggestions
  - Public Works – Conley reported that all went well with the clean up following Tropical Storm Irene. The only issue had been with adequate fuel storage, but that has been addressed.
  - Police – Trooper Southworth said that he has made recent arrests involving local burglaries and bullying issues at the high school. He is currently working with the school administration to increase awareness of bullying and tactics for handling bullying situations. Chamberlain offered to look for any additional materials that might be helpful.
  - Fire Department– Lyon said that there is an on-going issue with ice build-up at one of the doors at the Fire Safety Complex that he would like to address before winter. Conley suggested that the door not be used or be eliminated, as due to its location there is really no practical way to prevent the ice from building up. Lyon agreed, and said that if the other door is used, the lights in the hallway will need to be put on motion sensors as the switch is not easily accessible. All agreed. Conley and Handy will look into getting the switches changed prior to winter. Lyon also reported that physicals for his fire fighters are on-going, as is fit-testing—a method for proper fitting of oxygen masks.
  - Library – No library staff was available for this meeting.
  - Transfer Station - no issues.

- CIRMA – Chamberlain was filling in for George Tammaro, but was very helpful in providing input to various questions that came up.
- Town Hall - Handy presented a concern from Town Hall employees that the staff needs to have safety procedures and emergency protocols in place. There are concerns about what to do during an emergency, whether it is a threat from an individual or from a fire or other emergency situation. The current plan is very minimal and needs improvement. RST Southworth said that he will check into some possible solutions and bring his suggestions to the First Selectman. Some ideas discussed included installing security cameras, half-door barriers to some offices, and Plexiglas windows at the counters in the Tax Office and Town Clerk's Office. Trooper Southworth is going to look into options as well as procedures and training for Town Hall staff.
- Animal Control - ACO Mike Murphy was unable to make the meeting, however, he wished to address the fact that the pound currently has no sprinklers or fire alarm, and if there were to be a fire when the staff is not present, the animals would be in danger. Lyon suggested that although no town buildings (other than the schools) are currently equipped with sprinklers, a monitored fire alarm could be installed and tied into the FSC. He said that it would be up to the Fire Marshal to determine how/if this should be done. Handy will inquire.

5.0 The Committee agreed to continue holding the quarterly Safety Committee meetings on the last Monday of January, April, July and October for 2012. Motion made by Roberts, seconded by Conley to approve the 2012 Safety Committee meeting schedule as follows: January 30, April 30, July 30 and October 29. Vote: Yes, unanimous.

6.0 Motion made by Roberts, seconded by Conley to adjourn at 10:42. Vote: Yes, unanimous.

Respectfully Submitted,

Patti Handy  
Chairman