

Town of Lebanon  
Safety Committee  
February 24, 2009 - 9:00 AM  
**Jonathan Trumbull Library**

**MINUTES**

- 1.0 The Safety Committee Meeting was called to order at 9:08 am by Patti Handy(Town Hall). Also present at the meeting: Basil Spedaliere (Police); Dennis Roberts (Solid Waste/Transfer Station); Julie Culp (Library); Armand Robitaille (Public Works); John Lyon (Fire Department); Luc Pentz (CIRMA).
- 2.0 Moved by Roberts, seconded by Spedaliere to approve the Minutes from November 18, 2008:  
Vote: Yes, unanimous
- 3.0 Pentz and Handy had reviewed the bylaws as set forth at the last meeting. Pentz removed certain language that pertained to “administrative duties” required by the committee, so as to reduce liability exposure. Roberts pointed out that the by-laws state that there will be five representatives, and there are currently six departments involved in the committee. It was decided to change the Representatives section of the by-laws to read “six regular members, and a representative from CIRMA will normally attend. Discussion followed as to what to do in the event of a tie vote, with the possibilities of having First Selectman Joyce Okonuk break any tie, or adding a member from the Animal Control Office to the committee. The issue of training was also discussed, and it was agreed that CIRMA will provide training, and put each member on an e-mail list for upcoming workshops. It was decided to request that Okonuk send a letter to each department head, asking them to appoint a regular representative and an alternate.  
Moved by Culp, seconded by Spedaliere to accept the By-Laws with the following changes:  
Under **Representatives**, it shall read: *The Town of Lebanon Safety Committee will have seven regular members, one from each Town building/department: Town Hall, Public Works, Fire Safety, Police, Transfer Station, Animal Control and Library. There will be at least one representative and an alternate from each town department.* Under **Training** it shall read: *New representatives will receive training in safety committee functions, hazard identifications and procedures for investigating accidents, and form to process claims, provided by the CIRMA representative.* Under **Meetings** it shall read: *Each representative will attend scheduled quarterly safety committee meetings. Any representative unable to attend a meeting will notify an alternate and inform the chair before the meeting that the alternate will attend.*  
Vote: Yes, unanimous.
- 4.0 Moved by Robitaille, seconded by Spedaliere to appoint Patti Handy as Chair, and Dennis Roberts as Vice-Chair for the Town of Lebanon Safety Committee:  
Vote: Yes, Unanimous.
- 5.0 The Committee discussed the OSHA requirements for posting yearly summary reports in each building. Handy agreed to send the summaries to the head of each department

for posting, including two for the FSC and Police Department. These must be posted from February 1 to April 30 each calendar year. Robitaille also suggested posting the minutes from these meetings, and it was agreed that each department head would receive a copy via e-mail to post accordingly. The Committee also discussed the importance of department safety meetings where applicable, in particular for Public Works and the Fire Department. The head of each department should implement these meetings, and Pentz will try to attend if possible. Pentz also reiterated that the LAP Assessment must be completed by the First Selectman and returned to him; he will then identify areas that need to be addressed.

6.0 Discussion by Department: Incidents/Accidents; Safety Issues; Safety Improvements  
The Committee decided to revisit the minutes from the last meeting to address issues that were brought up in November. It was decided that keeping a master list of on-going issues would be very helpful; Handy agreed to compile it. (See attached). This spread sheet will be updated at each meeting. New items brought to the table include:  
From the LVFD –

- The cost for a water filtration system for the bays is approximately \$12,000. Staff does not drink this water.
- Roof is still leaking, recent damage to countertops. The issue has been brought to the attention of the Selectmen; still waiting for action.
- The snow catchers that were installed on the Fire Safety Complex roof have all fallen off. This presents a danger to anyone entering or leaving the building. Blakeslee Construction is responsible for the repair/reinstallation of the catchers. Selectmen are aware of the problem, but it cannot be addressed until April.
- Lighting on the exterior of the FSC needs to be fixed, inside many fluorescent bulbs also need replacing. A request will be made to Dudek to check the lights.
- Concentra did PPD testing on the staff, and due to federal mandates, all staff will have updated physicals.
- The staff is now distinguishing between emergency respondents and routine respondents and the use of lights and sirens accordingly. All vehicles will proceed through intersections with caution.

From the Public Works Department:

- Safety vests have been issued with regulations. It is recommended that the recipients be required to sign a statement that they have read and understand the regulations.
- No safety meetings have been held as of this date.
- The water at the Public Works garage has been tested and is unsafe for drinking. This has raised concern as to the safety of washing cuts and burns with this water.

Moved by Spedalieri, seconded by Robitaille to request of the Board of Selectmen that the well water at the Public Works Garage be tested for all human use; Vote: Yes, unanimous.

- First aid kits and fire extinguishers need to be checked and updated. Fire extinguishers in trucks are out of date. Tom Conley needs to contact Zee medical to have first aid kits updated. Dudek will be reminded to check fire extinguishers, sign tags and keep track of them.
- Garage needs wooden blocks to be used under vehicles; these were requested last summer. Conley needs to address the issue.

- An oil pump for waste oil is needed; also, the containment system at the oil tank needs to be addressed. This is a State DEP issue. Roberts reported that the Transfer station has a containment system in place, and that the PWD needs to have the same.
- Garage floor is very rough, could be a hazard. Some repair has been done in the past, but it was not adequate.

Police Department:

- Spedaliere has had repeated complaints regarding the speed of traffic by the Lebanon Elementary School. Studies have been done in the past, but traffic flow does not warrant a light.
- Certain vaccinations are required for the workers in Public Works and Transfer Stations, many are federally mandated. CIRMA will check in to the requirements.
- Body fluid kits should be in every building, as they are in the school system and on school busses. If used, they must be disposed of as hazardous waste.

7.0 The next meeting will be held on Tuesday May 19, 2009; location to be determined.

8.0 Moved by Handy, seconded by Roberts to adjourn at 11:45.  
Vote: Yes, unanimous.

Respectfully Submitted,

Patti A. Handy, Chair  
Town of Lebanon Safety Committee