

TOWN-WIDE SAFETY COMMITTEE
REGULAR MEETING
October 19, 2023

Members Present: Cara Brennan, Michelle Ceppaglia, Alexis Titor-Chiucarello, Cheryl Creem, Ann Labby, Ryan O'Halpin, Tom Robinson, Tom Sienkiewicz, Pete Willse

Members Absent: Ryan Curley (alt), Andy Dionne (alt), Amy Giveans, Dan Knapp, Michael Lastrina, Rosanne Lombardi, Rob Puida, Karen Slocum (alt)

1. Meeting called to order at 1:33 P.M. in Portland Connecticut by Chair Tom Robinson. Members participated via telephone conference call.

2. Approve Agenda

Tom requested a motion to approve the agenda.

Cheryl made motion to approve the agenda as presented, seconded by Alexis. Vote unanimous, motion carried.

Michelle had sent the proposed schedule of meeting dates for calendar year 2024 and asked the members if they wanted to approve them today or in December. It was decided to amend agenda to add the 2024 Meeting Schedule under New Business item B. Motion to approve the amended agenda made by Alexis Titor-Chiucarello, seconded by Cheryl Creem. Vote unanimous, motion carried.

3. Approve Meeting Minutes

With the meeting minutes of June 15, 2023 having been distributed prior to the meeting, Tom Michelle requested a motion to approve them as presented.

Cheryl made motion to approve the meeting minutes of June 15, 2023 as presented, seconded by Alexis. Vote unanimous, motion carried.

4. Correspondence:

Again, employees have been sent links and login instructions to create new accounts on the CIRMA/CCM online training system for blood borne pathogens (mandatory of all employees) and sexual harassment prevention training (upon hire and every 10 years thereafter). Please search through the e-Learning center courses.

<https://app.targetolutions.com/cirmamember>

Connecticut Department of Labor training opportunities:

<https://www.ctdol.state.ct.us/osha/calendar.htm>

Shout-out to Public Works Highway Truck Drive Brian Steffman who won his division (triale) in the 2023 CASHO Snowplow Safety Rodeo. This has created more interest in the crew, perhaps next year they will have staff competing in all four categories.

5. Old Business:

- a) Membership Vacancies: One Management regular seat; Two Non-Management alternate seats (ongoing)

With Captain Milardo’s recent retirement in September there is a Management alternate seat open along with the two Non-Management alternate seat vacancies. With the resignation of Jesse Revicki in August there is a Management regular seat open. If any employee is interested in filling the remaining vacancies, please contact us. Will continue to look for volunteers.

We can ask Captain Scott Cunningham if he would like to fill the management alternate seat.

- b) Question on Active Shooter Training (ongoing)

Ryan O’Halpin provided a link to FBI training video “Run. Hide. Fight.” The video is less than 5 minutes but may prove useful for all employees to watch.

Tom suggested police training videos on CIRMA’s learning website.

Cheryl contacted the Portland Police Department if they have any information on training for office staff. Officer Revicki may be developing a program that they will share. She would like something specific to the building as opposed to general guidance.

(Pete W. joined the meeting at 1:43)

6. New Business

- a) Review incidents/safety log

Michelle reviewed the workers compensation incidents that have occurred in 2023.

- b) Approve Meeting Dates for Calendar Year 2024

The proposed meeting dates are the fourth Thursday every other month at 1:30 PM, tentatively scheduled in the 1st floor conference room (locations can change):

February 15	April 18
June 20	August 15
October 17	December 19

Cheryl made motion to approve the 2024 Meeting Schedule, seconded by Tom Sienkiewicz. Vote unanimous, motion carried.

Tom asked the members if they had any new business to discuss. With no further business to discuss he moved the meeting to be adjourned.

7. **Adjournment**

Pete Willse made motion to adjourn, seconded by Cheryl Creem. Vote unanimous, meeting adjourned at 1:47 PM.

Respectfully submitted,

Michelle Ceppaglia, Executive Secretary to the First Selectman

Please mark your calendars, the next regular Safety Committee meeting is scheduled for:

Thursday [December 21, 2023 at 1:30 PM](#)

Member Responsibility: attend every meeting of the committee. If you are unable to attend, report your absence to the First Selectman's Office.