

TOWN-WIDE SAFETY COMMITTEE
REGULAR MEETING
April 18, 2024

Members Present: Cara Brennan, Michelle Ceppaglia, Cheryl Creem, Andy Dionne (alt), Ann Labby (phone), Michael Lastrina, Ryan O'Halpin, Tom Robinson, Tom Sienkiewicz

Members Absent: Ryan Curley (alt), Amy Giveans, Dan Knapp, Rosanne Lombardi, Rob Puida, Karen Slocum (alt), Pete Willse

Others Present: Holly Marrero (phone)

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 Robinson requested a motion to approve the agenda.

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

3. Election of Chair

The Chair is responsible for:

- a) Assure that the responsibilities of the Committee are met. Run committee meetings and keep focus. Co-Chairperson will be elected annually.
- b) Review minutes before distribution.
- c) Appoint temporary and permanent subcommittees as needed. Receives reports from subcommittee. Gives members opportunity to contribute to discussions, decisions, and others, and shares with committee members.
- d) Solicits management's response to recommendations.
- e) Communicates committee activities regularly to management and all workers.
- f) Attend departmental safety meetings as requested.

Cheryl Creem nominated Tom Robinson to serve as Chair, seconded by Mike Lastrina. Vote unanimous, motion carried.

4. Election of Vice Chair

Michelle is resigning as Vice Chair and Secretary but will remain on the Committee as a regular member. It was explained that the duties of Vice Chair are to run the meeting in the absence of the Chair.

Andy Dionne nominated Cheryl Creem to serve as Vice Chair, seconded by Tom Sienkiewicz. Vote unanimous, motion carried.

5. Election of Secretary

The Secretary is responsible for:

- a) Assures that the minutes are properly recorded at every meeting, and distributed to safety committee members and others where appropriate.
- b) Posts and distributes agendas, minutes, members' names, safety bulletins, posters and policies.

This item is tabled until next meeting. Members, consider volunteering to fill this role.

6. Approve Meeting Minutes

With the meeting minutes of October 19, 2023 having been distributed prior to the meeting, Chair Tom Robinson requested a motion to approve them as presented.

Tom Sienkiewicz made motion to approve the meeting minutes of October 19, 2023 as presented, seconded by Cheryl Creem. Vote unanimous, motion carried.

7. Correspondence:

Connecticut Department of Labor training opportunities:

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

8. Old Business:

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

Captain Milardo's retirement created a Management alternate seat vacancy. There are two Non-Management alternate seat vacancies. The resignation of Jesse Revicki created a Management regular seat vacancy. The retirement of Alexis Titor-Chiucarello (Senior Services Administrative Assistant) created a Non-Management regular seat vacancy.

Holly Marrero volunteered to fill the vacancy created by Alexis. Cheryl Creem nominated Holly Marrero to fill the Non-Management regular, seconded by Andy Dionne. Vote unanimous, motion carried.

Any Town employee interested in filling the remaining vacancies, please contact us. Will continue to look for volunteers and ask Courtney Fitzkee if she would like to fill the Management vacancy.

- 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. Will send the link again. <https://www.fbi.gov/how-we-can-help-you/safety-resources/active-shooter-safety-resources>

Cheryl has contacted the Portland Police Department regarding information on training for office staff. Officer Revicki may be developing a program that they will share. She stated that each building should have a specific plan as opposed to general guidance.

Tom suggested police training videos on CIRMA's learning website. Employees have been sent links and login instructions to create accounts on the CIRMA/CCM online training system for blood borne pathogens (mandatory of all employees) and sexual harassment prevention training (mandatory upon hire and every 10 years thereafter). Please search through the e-Learning center courses.

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

9. New Business

a) Exterior Lighting at Town Hall (Cheryl C.)

Cheryl mentioned that during the winter months at night, exiting the front door (porch), the brownstone steps past the porch is poorly lit. The two decorative light posts in front are too dim. Can the light bulbs be changed to higher wattages? The committee discussed leaving the holiday strings lights up past January to add light outside; install light strips under the stairs; solar spot lights that stake into the ground aimed at the two brownstone steps. Public Works and Grounds will consider the options; try the solar lights first to see if it produces adequate lighting.

10. Adjournment

With no further business to discuss, Chair Tom Robinson requested a motion to adjourn. Cheryl Creem made motion to adjourn, seconded by Mike Lastrina. Vote unanimous, meeting adjourned at 1:51 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 [June 20, 2024 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.