

TOWN-WIDE SAFETY COMMITTEE
REGULAR MEETING
March 16, 2023

Members Present: Michelle Ceppaglia, Alexis Chiucarello, Andy Dionne (alt), Amy Giveans, Rosanne Lombardi, Jesse Revicki, Tom Robinson

Members Absent: Ryan Curley (alt), Dan Knapp, Michael Lastrina, Ron Milardo (alt), Ryan O'Halpin, Rob Puida, Tom Sienkiewicz, Karen Slocum (alt), Pete Willse

Others: Ann Labby, Cara Brennan

1. Meeting called to order at 1:32 P.M. in Portland Connecticut by Chair Tom Robinson. Members participated via telephone conference call.

2. Approve Meeting Minutes

With the meeting minutes of December 15, 2022 having been distributed prior to the meeting, Tom requested a motion to approve them as presented or amend them.

Alexis Chiucarello made motion to approve meeting minutes of December 15, 2022 as presented, seconded by Andy Dionne. Vote unanimous, motion carried.

3. Correspondence: FOIA webinar training link

Michelle, Michael Tierney (Town Clerk) and Elizabeth Morand (Assistant Town Clerk) attended a webinar training on the Freedom of Information Act on March 9, 2023. Michelle emailed the Town employees a link to this beneficial training while Michael emailed various boards and commissions the link, too.

To be a broken record, employees have been sent links and login instructions to create new accounts on the new CIRMA/CCM online training system for blood borne pathogens (must be completed by 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/osh/calendar.htm>

4. Old Business:

a) Question on Active Shooter Training (MEUI Clerical/Supervisory)

Amy Giveans commented that during their union meeting, members were wondering if there is any plan for what to do if there is an active shooter in the building.

This question has come up in the past, it was supposed to be presented to the Emergency Management Advisory Committee in 2020 but then COVID happened temporarily postponing meetings. Then it was suggested for the Police to take the lead in this discussion.

Michelle reached out to CIRMA for any available training, they are checking on it and will report back. Most online searches are for school trainings. We will continue to research this.

- b) Membership Vacancies: Three Non-Management regular seats; Two Non-Management alternate seats

There are three Non-Management seat vacancies created (Library, Assistant Town Clerk, Recreation Coordinator). Two Non-Management alternate seats also remain vacant.

Amy Giveans nominated Ann Labby (Library) to fill a non-management seat, seconded by Alexis Chiucarello. Vote unanimous motion carried.

Michelle Ceppaglia nominated Cara Brennan (Recreation Coordinator) to fill a non-management seat, seconded by Amy Giveans. Vote unanimous motion carried.

Welcome and thank you to Ann and Cara. If any employee is interested in filling the remaining vacancies (1 non-management regular; 2 non-management alternates), please contact us. Will continue to look for volunteers.

5. Adjournment

Andy Dionne made motion to adjourn, seconded by Jesse Revicki. Vote unanimous, meeting adjourned at 1:40 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 [April 20, 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.

2023 Meeting Dates:

February 16

April 20

June 15

August 17

October 19

December 21