



TOWN OF MIDDLEBURY

MINUTES
Safety and Health Committee Meeting
Wednesday, April 3, 2024 – 12:30 p.m.
Town Hall Conference Room

RECEIVED FOR FILING

April 10 2024 at 2:00 p.m.
TOWN CLERK'S OFFICE
MIDDLEBURY, CT

Start – 12:36 p.m.

End – 2:00 p.m. *MaryBeth Lusk*
TOWN CLERK

Present:

Patricia Kurze, Chairman, Finance/HR Liaison
Kevin Dawes, Co-Chairman, Building and
Grounds Supervisor
Brett Kales, Fire Chief
Betsy Anderson, Park and Recreation Director
Jo-Ann LoRusso, Library Director
Mark Stevens, DPW – Highway Dept.

James Long, Admin. Assistant PD
Liana St. Germain, Recording Clerk

Not Present:

JoAnn Cappelletti, Social Services Director

Call to Order with Pledge of Allegiance

Chairman Patricia Kurze called the meeting to order at 12:36 p.m. with the Pledge of Allegiance.

Approval of January 3, 2024, Meeting Minutes

Chairman Kurze **MOTIONED** to approve the January 3rd, 2024, minutes, **SECONDED** by Chief Kales. Unanimous approval.

Discussion

Chairman Kurze **MOTIONED** to Amend the Agenda to include the proposed adjustment of the committee meeting schedule **SECONDED** by James Long.

Chairman Kurze stated that the request was made to accommodate the recording clerk. Recording Clerk St. Germain, who also works for the Board of Selectmen, that the board meets on the first and third Monday of each month, requested, if possible, to move the meetings to the second Wednesday, quarterly, keeping the same time and location.

Chairman Kurze **MOTIONED** to move the meetings from the first Wednesday of the month quarterly to the second Wednesday, **SECONDED** by Jo-Ann LoRusso. Unanimous approval.

Committee By-Laws review, discussion, and approval

Chairman Kurze **MOTIONED** to present proposed amended committee by-laws for review, discussion, and approval, **SECONDED** James Long. Unanimous approval.

Chairman Kurze stated that everyone present was handed out the original by-laws, which she had also attached a drafted copy of the proposed amended by-laws. (See attached) Chairman Kurze noted that she had gone through the original by-laws and made adjustments as needed, as the last by-laws were last updated in 2011. Chairman Kurze went through and read each amended by law out loud. One adjustment was to the Meetings section, where the committee will now meet on the second Wednesday, not the first, as stated in the drafted by-laws.

Departmental Discussion to identify existing health and safety concerns

Chairman Kurze **MOTIONED** to open the floor for departmental discussion to identify any existing and or potential health and safety concerns **SECONDED** by Co-Chairman Kevin Dawes. Unanimous approval.

Chairman Kurze noted that an email was sent to everyone last month to have them take notes on any potential safety and health risks and to think of any outside of the typical ones. Chairman Kurze noted that she and Co-Chairman Dawes are the individuals in charge of Town Hall. They went around the table and responded to Chairman Kurze's email. Fire Chief Brett Kales stated that the Firehouse is currently in the process of changing all the locks. They have no current issues. Chairman Kurze asked when any work was being done at the Firehouse and who was in charge of putting up caution signs. Co-Chairman Dawes noted that it is the town's responsibility. Chief Kales stated that messages are sent to all personnel advising them of anything happening within the Firehouse so they can be aware and cautious if they need to head to headquarters to respond to a call.

James Long stated that due to Police Accountability, the Police Department projects the evidence room to be moved to the basement, and the current evidence area will be turned into a juvenile holding area. Otherwise, the Police Department has no current issues.

Jo-Ann LoRusso noted that the Library is good and has no current issues. Any certificate of insurance for outside contractors is obtained, and once something is done, they are always kept on file. Co-Chairman Dawes is in charge of buildings, and the rest of the department heads are in charge of operations for whichever department they are in charge of.

Co-Chairman Dawes noted that his policy is that no work, i.e., an outside vendor, is done in any town building without him being present or someone from public works.

Betsy Anderson stated one issue that was had by a young man, a camp counselor from last summer, was wearing Crocs. The individual went to run with a child, and he slipped and fell. This particular individual only ended up working a total of two days. Director Anderson advised that the camp supervisors need to ensure that the employees show up to work in proper work attire. Chairman Kurze advised that this should be disseminated in writing and not verbally. Director Anderson noted there should be a policy that the counselors sign at the beginning of the season advising them of proper attire. Chairman Kurze explained how DPW has its set of protective attire/uniforms that all employees know they must wear daily. Chairman Kurze noted to Director Anderson that for your program, we must determine what attire will be appropriate, i.e., sneakers, and if you will be with children daily, and that this should be incorporated into their hire packets. It was advised that this information would be passed on to our HR department. Director Anderson stated that another complaint comes from Chris Gilroy; this employee is the town's park maintainer and has now personally complained several times to Director Anderson about trash barrels, especially the ones at the cemetery. Director Anderson noted that the garbage is full of rocks or vegetation, such as large pumpkins. Mr. Gilroy has mentioned that he is afraid he may get injured one day due to how heavy these garbage barrels are. Director Anderson noted possibly putting up a sign that stated not to dispose of such things in the garbage or perhaps putting another container next to the garbage barrel and labeling it for rocks and vegetation. Co-Chairman Dawes commented that would be a good idea, but unfortunately, there's no guarantee with just putting a sign up. Another trash can that is also an issue is the one across from La Strega/Brass City Barber & Salon. It is continuously full of household trash. Chairman Kurze noted our options would be to either remove the garbage barrel from the cemetery or to change the size of the opening. Co-Chairman Dawes stated that we would need to contact the Director of Public Works, Dan Norton, as

the town has an understanding/agreement with the cemetery to handle the garbage removal. Chairman Kurze stated in the interim that if Mr. Gilroy finds any garbage barrel/can be too heavy for him to handle, he should advise his immediate supervisor, Director Anderson, and request assistance. With the garbage collected from the area across from La Strega/Brass City Barber & Salon, Co-Chairman Dawes noted that if any mail is found in the trash that comes back to any tenants, it should be reported to the police department, and this can be handled as illegal dumping. Chairman Kurze advised that she would be reaching out to Mr. Gilroy and that this issue would be looked into.

Mark Stevens noted that DPW is good and has no current issues. DPW currently has a couple of projects in the conference room and the offices. All employees know this and are advised to stay clear of the area.

AED employee training program initiative

Chairman Kurze noted that all town buildings are equipped with AEDs (Automated External Defibrillators). These machines are provided by the Middlebury Volunteer Fire Department and maintained by Deputy Chief James Grohs. Chairman Kurze stated that although these AED machines are within each building, which is terrific for providing life-saving measures, it came to attention that the vast majority of the town employees/personnel are not familiar and or do not know how to use them or have never been trained on how to use them. Jo-Ann LoRusso advised that it does talk to you. Chairman Kurze noted that we need to think ahead, especially if a high crisis is happening. Where if you are the one responsible for permitting aid to this person who is potentially dying in front of you, and you have seconds to react, it would be beneficial to at least be familiar with the machine. James Long advised that the Police Department is the First Responder for the town and all Police personnel are a minimum of EMR certified. Jo-Ann LoRusso, Library Director, stated that she is the only person CPR certified at the Library. Betsy Anderson, Park and Recreation Director, said she is CPR certified. Otherwise, she is unsure who else within the building at Sherpadson may be CPR-certified. Mark Stevens stated at DPW, the only individual certified is Fire Chief Brett Kales. Chairman Kurze noted that the committee will be tasked with developing in conjunction with Deputy Chief Grohs and Chief Kale's on-site training program. That will allow an ample cross-section of employees to receive current training on the AED and a CPR component. The program needs to also allow for consistent refresher training. Chairman Kurze advised that this training would be given to employees on a volunteer basis.

Adjournment

Chairman Kurze **MOTIONED** to ADJOURN the meeting at 2:00 p.m., **SECONDED** by James Long. Unanimous approval.

The next meeting is slated for Wednesday, July 10th, 2024, at 12:30 p.m.

These minutes are submitted subject to approval.

Respectfully Submitted,

Liana St. Germain

Recording Clerk

**BY-LAWS OF THE
TOWN OF MIDDLEBURY SAFETY AND HEALTH COMMITTEE
AS PROPOSED FOR AMENDMENT 4-3-24
1212 Whittimore Road
Middlebury, CT 06762**

Name

The name of the Committee is the Middlebury Safety and Health Committee

Purpose

The purpose of the Safety and Health Committee is to create, support and maintain safe, healthy work place environments for Town of Middlebury employees.

Goal

The primary goal of the Safety and Health Committee is to eliminate employee injuries and illnesses in the workplace by putting appropriate measures in place to identify safety and health risks and taking appropriate actions to address and mitigate these risks.

Objectives

The Safety and Health Committee has four main objectives:

- 1) Develop and implement a workplace safety and health program for the Town of Middlebury – provide annual evaluations for program adherence and content
- 2) Promptly review all safety-related incidents, injuries, accidents, illnesses and deaths
- 3) Conduct quarterly workplace inspections, identify hazards and make recommendations to the First Selectman and Department Managers for eliminating and controlling said hazards
- 4) Educate and involve Department Managers and Employees in creating and sustaining safe, healthful work environments

Representatives

The Safety and Health Committee shall consist of one employee voting representative from each Town Department. One representative shall be designated by the First Selectman to represent the Board of Selectmen and act as their liaison. Employee representatives may volunteer to serve on the Committee or may be elected by their peers. All voting representatives shall serve a term of two years.

Chairman and Co-Chairman

The Safety and Health Committee shall have two officers: a Chairman and a Co-Chairman. Terms of service for the Chairman shall be four years and terms of service for the Co-Chairman shall be two years. Election of the Chairman and Co-Chairman will take place via special meeting in the month of November preceding the January expiration date of terms of service.

Duties of the Chairman

- Schedule regular and special Committee meetings
- Develop written Agendas for conducting meetings
- Conduct all Committee Meetings
- Approve Committee correspondences and reports
- Review meeting minutes for accuracy
- Oversee content of Committee webpage on the Town of Middlebury website
- Coordinate with Committee Recording Clerk as required

Duties of the Co-Chairman

- Perform all duties of the Chairman in their absence

Meetings

The Safety and Health Committee will meet quarterly in January, April, July and October on the first Wednesday of these months at 12:30 PM in the Town Hall Conference Room, or as amended by the Committee. Special meetings may be called at any time when deemed necessary.

Meeting Agendas will prescribe the order in which the Safety and Health Committee shall conduct Committee business.

Minutes will be recorded at each Committee meeting and distributed to all members. Per State Statute, all reports, evaluations and recommendation of the Committee will be included in the minutes. The minutes will also identify representatives whom attended the scheduled meeting and those who were absent.

Voting quorum for this Committee shall be two-thirds of the majority.

Committee Training

The Safety and Health Committee shall partake in training as appropriate to support education on matters pertaining to:

- Loss history analysis and review
- Safety policies/procedures – analysis and updating
- Accident investigation protocols
- Return to work programs

Employee Involvement

The Safety and Health Committee will encourage employees to identify health and safety hazards in the workplace. Concerns raised by employees will be presented to the Committee in writing for discussion and consideration at the next regularly scheduled meeting. Concerns that pose an eminent risk or danger shall be addressed promptly by the Committee via special meeting session.

Safety Log

The Safety and Health Committee will maintain a log of all employee concerns to include the data received, recommendations to Management and the date and manner in which the concern was resolved.

Response

The Safety and Health Committee will respond to employee concerns in writing and will work with Management to resolve concerns presented. The Committee will submit written recommendations for resolving identified concerns to Management. Within 30 days of receiving the written recommendations, Management will respond to the Committee indicating acceptance, rejection or modification of the recommendations.

Incident and Accident Investigation

The Safety and Health Committee will review new safety or health related incidents at its next regularly scheduled meeting. Safety related incidents include work related near misses, injuries, illnesses and deaths. When necessary, the Committee will provide written recommendations to Management for eliminating or controlling risk factors.

Workplace Inspections

Representatives of The Safety and Health Committee will conduct annual workplace inspections of all Town facilities. A minimum 48 business hours advance notice of these inspections shall be given to the appropriate facility Managers, as well as the Buildings and Grounds Supervisor. A minimum of two Committee Representatives shall be present to conduct an annual workplace inspection.

Written Report

The Safety and Health Committee will prepare a written report for Management that documents the location of all health or safety hazards and risks identified during inspections. The report will recommend options for eliminating or controlling the hazard or risk. Within 30 days of receiving the written report, management will respond in writing to the Committee, indicating acceptance, rejection or proposed modification of the recommendations.

Program Development

The Safety and Health Committee shall work to create a Workplace Safety and Health Program for the Town of Middlebury. Once implemented, the Committee shall be responsible for continually evaluating and overseeing all facets of the Program.