

TOWN OF HEBRON
HEALTH AND SAFETY COMMITTEE
Thursday, February 9, 2023
Virtual Regular Meeting - 2:00 p.m.

Health and Safety Committee Meeting
February 9, 2023, 2:00 PM (America/New_York)
Please join my meeting from your computer, tablet or smartphone.

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AGENDA

1. Call to Order
2. Attendance/Roll Call
3. Review/Acceptance of Meeting Minutes:
 - a. November 17, 2022 Regular Meeting
4. Review Injury/Incident Reports (November 17, 2022 - present)
5. Department Reports
 - a. Fire – Thurz
 - b. Police – Reed
 - c. Library – Sullivan
 - d. Senior Center – Garrard
 - e. Public Works – Gazdzicki
 - f. Parks & Recreation – Santos
 - g. Town Office Building - Lanza
 - h. Horton House - Caisse
6. Old Business
 - a. COVID-19 Pandemic Update
 - b. Facility Assessments
 - c. Bomb Threat Policy
 - d. Lock Down Policy for Public Buildings
 - e. Building Security Measures
 - f. Wellness Committee Update
 - g. Training: Fire Extinguishers, CPR/Defib and BBP
 - h. Any Other Old Business
7. New Business
 - a. 2022 OSHA Reporting
 - b. Any New Suggestions
 - c. Any Other New Business
8. Next Meeting: May 11, 2023
9. Adjournment

RECEIVED

2023 FEB -3 P 12:56

HEBRON TOWN CLERK

CHECK FIRE EXTINGUISHERS, DEFIBRILLATORS AND SUGGESTION ENVELOPES!!

RECEIVED

TOWN OF HEBRON
HEALTH AND SAFETY COMMITTEE

2022 DEC 23 P 11:30
Thursday, November 17, 2022 – Virtual Regular Meeting

Members present: Donna Lanza, Sharon Garrard, Kevin Sullivan, Louise Caisse, Frank Gazdzicki
HEBRON TOWN CLERK

D. Lanza called the meeting to order at 2:09 p.m.

Review/Acceptance of Meeting Minutes:

September 15, 2022, Regular Meeting minutes approved (4-0-1 abstention by L. Caisse) on motion by F. Gazdzicki and second by K. Sullivan.

Review Injury/Incident Reports (September 15, 2022 to present):

No injuries. One incident at transfer station on October 20, an individual utilizing the transfer station was walking across the parking lot and struck by a vehicle and knocked to the ground. Incident only report, but the Town Manager's Office was immediately informed of the incident, in future any such type of incident should be reported to the Town Manager's Office immediately. Also, an investigation report should be completed.

Department Reports:

Fire Department – No representative at meeting; no report.

Police – No representative at meeting; no report.

Library – Nothing to report.

Senior Center – Groups use building after hours, learned that some exterior lights are out, public works changed the bulbs but that did not take care of it, Willie is consulting with the electrician.

Public Works – Nothing to report.

Parks and Recreation – No representative at meeting; no report.

Town Office Building - Willie has returned to work and able to resume maintenance of the buildings. Arrangements have been made for snow removal with Parks & Recreation for this year.

Horton House: Light out on walkway. Mouse problem in the building but treatment has been done.

D. Lanza reported that there are plans to pour a concrete floor in the basement of the Horton House.

Old Business:

COVID-19 Pandemic Update: Status quo. Continue to provide PPE and test kits for employees. Most boards/commissions are still meeting virtually, it's up to each individual board which format they use to meet.

Facility Assessment – Continue on agenda.

Bomb Threat Policy and Lockdown Policy for Public Buildings – Tabled – Need Resident State Trooper input.

Building Security Measures: D. Lanza reported continuing to work on security measures for all Town buildings and additional funding has been approved from the town's ARPA funding allocation. Keyless entry, additional cameras and other upgrades. Will be meeting with vendor to ensure using latest technology and making buildings as safe as possible. D. Lanza reported Town Offices recently had a visit from AFA Group for a first amendment audit, and explained how to handle future visits.

Wellness Committee Update: RHAM Consortium will be issuing newsletters and will be kick starting the wellness initiatives.

Training: Fire Extinguishers, CPR/Defib and BBP: Will work with Fire Department to schedule training for CPR and defib for department. Parks has done required training for parks employees and PREP. Fire extinguisher training has been conducted with Library staff.

New Business

Approve 2023 Meeting Schedule:

L. Caisse moved, second by S. Garrard, to approve the 2023 Meeting Schedule as follows: Thursdays, February 9, May 11, September 14, November, 2023 and February 8, 2024, 2:00 p.m. format to be determined. The motion passed unanimously.

Any New Suggestions: No suggestions.

Any Other New Business:

S. Garrard asked about new EV charging station and if there are any safety protocols that need to be put in place. D. Lanza suggested that the installers should provide any special information that is needed. Will post signs if there is any information that needs to be provided to the public.

Next Meeting: February 9, 2023

Adjournment: The meeting adjourned at 2:26 p.m.

Respectfully submitted,

Donna Lanza