

**MINUTES
REGULAR MAYOR'S SAFETY COMMITTEE MEETING
March 28, 2014**

The regular meeting was called to order at 9:10 a.m.

In attendance were:

	<u>MANAGEMENT</u>	<u>LABOR</u>
Fire Department	Deputy Chief Robert Kronenberger	Joseph Bajorksi
Parks & Recreation	Absent	James Sweeney
Police Department	Capt. Patrick Howard	Tony Gennaro
Public Works	Bill Russo, Director	Jim D'Antonio
Water & Sewer	Robert Young, Deputy Director	Mike Trevisan

Other Attendees: Lou Carta, Community Health Educator, Health Dept.; Mark Langton, Director of Transportation, Middletown Board of Education; Marco Gaylord, Director of District Operations, K-12 Fine Arts Director, TEAM Facilitator; Chris Holden, Teamsters; and Mark Wantroba, Risk Control Specialist, H.D. Segur Insurance

OLD BUSINESS

Minutes

The Minutes of the special meeting of February 21, 2014 were reviewed and approved.

Continued Discussion Regarding City Hall Security

Per Director of Public Works, Bill Russo, additional camera has been installed by handicap entrance at the rear of City Hall.

Director Russo also spoke about the need for refresher robbery awareness training in the Tax Collector's Office and this time should also include the Parks Clerk (Chrissy) in this training. Chairperson advised that this training is in the process of being coordinated with the MPD.

OSHA Required PPE Hazard Assessment Program (Status Report)

This project is still pending. John Gamble, PMA Risk Control Consultant, is conducting the work on this project. After several meetings with department management, the written program is finalized and John is ready to deliver the training to all applicable personnel. Training dates to be scheduled. John is waiting on direction from the City before proceeding further.

Automated External Defibrillator (AED) – Dr. Joseph Havlicek, Director of Health (Status Report)

Some discussion ensued amongst committee members. All agree with the need for the City to expand upon the availability of AEDs in the schools and other city locations. A funding source would need to be identified. Thereafter, in addition to purchasing AEDs, training in CPR and the use of the AED would be required. There would also need to be personnel assigned to monitor the AEDs for battery life and periodic testing. Fire Department can assist with training. Director Gaylord shared that the BOE will be holding a CPR/AED training for about 15 employees. The new facilities manager, Judy Yoder, will be handling the training which is scheduled for April 21, 2014 from 4 to 7 p.m.

NEW BUSINESS

Workers' Compensation Injuries and Motor Vehicle Accidents

A discussion and review of all Workers' Compensation injuries and motor vehicle accidents for the period 02/01/14 – 03/21/14 took place.

Training Update and/or Request

Police Defensive Driver Training – to be scheduled. Pending item.

Back safety/Chainsaw training. Pending item.

Flagger Training – DPW & Water and Sewer. To be scheduled.

Forklift Training – Water & Sewer. Scheduled for 3/12/14 & 3/19/14. John Gamble, PMA Companies, will provide instruction. DPW is due for this training in 2014. Per Director, they are in the process of purchasing a new forklift and would like to wait for this purchase to be complete and then schedule training.

Call Before You Dig (CBYD) Training with Joe Gallo with DPW/Park Maintenance is scheduled for 4/16/14 at City Garage.

Annual Confined Space Entry. Training is scheduled for 4/14/14 & 4/15/14. Mark Wantroba, H.D. Segur, will provide instruction. Sessions will also include make-up GHS training for those who missed earlier scheduled trainings.

GHS/Bloodborne Training. One final makeup session has been scheduled for March 26, 2014 at the Middletown Police Department Community Room.

Robbery Awareness Training – Tax Collector's Office (to be scheduled). Chair will contact Officer Knapp at MPD to coordinate a date and time.

Bloodborne Pathogen Training – Lifeguards, Summer Recreation Employees. Scheduled for 6/18/14 at Snow School.

Safety Handouts

The following SafetyToolBoxTalks were distributed to committee members:

- Back Injury Prevention Techniques
- Lawyer Plunges 24-stories to His Death
- CIRMA Training Programs for April & May 2014
- Hard Hat 101

Employee Health & Wellness Fair – Lou Carta, Community Health Educator

Lou briefed the Committee about the upcoming employee health & wellness fair scheduled for May 7, 2014 from 10 a.m. to 2 p.m. at City Hall. Lou explained that several vendors will be on hand to provide blood pressure checks, hearing and vision screenings, nutrition information, spine assessment, and more. This is the first time the City has planned a health fair for employees. Chairperson added that the City will also plan to repeat the on-site preventive health screenings (blood work) on that same day. Interactive Health Systems will be providing the service which is open to all Aetna covered employees and spouses. Employees are encouraged to attend the health fair and to sign up for the lab drawings. An email notice about both events will be going out soon to all users. It is especially important that Departments who have employees that do not have access to email share this information by posting it in a common area for all employees to view.

Adjournment:

The meeting was adjourned at 9:45 a.m.

Dawn M. Warner, Chairperson/Risk Manager

/dmw

cc : Mayor Daniel T. Drew
Kathleen Morey, Director of Human Resources
Brig Smith, General Counsel
Unions: Anthony Gennaro, Police; Salvatore D'Aquila, Fire; Christine Bourne, Local 466; James
D'Antonio, Chapter 466A; Dawn Frame, Chapter 466B; Sylvia Morello, Chapter 466C; and Wayne
Bartolotta, Teamsters
Safety Committee Members
Luc Pentz, H.D. H.D. Segur
Mark Wantroba, H. D. Segur
Joey Barbera, CIRMA
John Gamble, PMA Group