

**TOWN OF NEW FAIRFIELD
SAFETY COMMITTEE
SPECIAL MEETING
TUESDAY, MARCH 21, 2017**

The Special Meeting of the Safety Committee was called to order by Chairman, Linda Fox, at 11:10am in the BOE Conference Room in the Annex Building.

Present: Linda Fox, Kara Mehler, Mike Ellenberg, Jim Vigar, Mike McCarthy, and Derrek Guertin.

Absent: Linda Lull and Eric Kist.

Approval of Minutes:

A motion to approve the December 13, 2016 minutes was made by Mike Ellenberg and seconded by Jim Vigar. Approved by all.

Old Business:

Evacuation Plans: Still working on updated assembly points and how to know who is in a building, especially the Senior Center. Derrek Guertin, as the new Fire Marshall, will start on drawing up plans.

Accident reports: Kara Mehler deals with all employee accidents. Linda Farinha handles any incidents with residents. An Incident Report goes to her. There was some discussion on whether the Safety Committee should be notified of the cause of any incidents, in case the Committee needed to take action to correct a safety problem. Possibly there could be an Incident Log.

Fire Drills: Fire Drills should take place at least twice a year. One will be scheduled for May, with details to be determined. Mike Ellenberg will follow up on this.

Compact car sign will be addressed when the parking lot is striped for spaces this spring.

Access from the Building Department during an emergency situation was discussed and Mike McCarthy will continue to follow up on this.

New Business:

Safety Issues:

Derrek Guertin, as the new Fire Marshall, has done a fire inspection of the town buildings.

A monthly report that the exit signs, emergency lights, and fire extinguishers are working needs to be done for each building. The report needs to be accessible.

Each building also needs to compile SDS (Safety Data Sheets). This is an OSHA requirement. Jim Vigar will contact department heads about this. These sheets need to be accessible for firemen coming into the building.

Adjournment:

Motion to adjourn was made by Jim Vigar. Meeting adjourned at 12:15

Respectfully submitted,

Linda Fox, Chairman