

**TOWN OF NEW FAIRFIELD
SAFETY COMMITTEE
SPECIAL MEETING
TUESDAY, OCTOBER 3, 2017**

The Special Meeting of the Safety Committee was called to order by Chairman, Linda Fox, at 11:07a.m. in the Library Community Room.

Present: Linda Fox, Kara Mehler, Linda Lull, Eric Kist, Derrek Guertin, Mike McCarthy (arrived at 11:30am). Ed Sbordone was also in attendance.

Absent: Mike Ellenberg, and Jim Vigar.

Approval of Minutes:

A motion to approve the March 21, 2017 minutes was made by Derrek Guertin and seconded by Eric Kist. Approved by all.

Old Business:

Evacuation Plans: Derrek Guertin stated there are no blueprints for most buildings, so unable to proceed with evacuation plans. He will also revise assembly points. There was some discussion on possibly hiring someone to do plans. Mike McCarthy and Jim Vigar will be consulted.

Accident reports: Kara Mehler reported that there were no accidents on the town side with a specific issue.

Fire Drills: Derrek Guertin will coordinate with Jim Vigar to plan a fire drill before winter.

Compact Car Spot: At this point there are no plans to stripe the town hall/library parking lot. The handicapped spot behind the library probably needs to be marked. There is a sign. Mike McCarthy will follow up on this.

Access from the Building Department during an emergency situation is still a concern, though adding a door is not realistic. The travel distance to exits from all offices is in compliance.

The monthly reports on exit signs, emergency lights, and fire extinguishers have not been done. The inspection reports should be done by Public Works.

Some SDS sheets have been done.

New Business:

Ed Sbordone as the Town Risk Manager spoke about an award given out by CIRMA that recognizes towns with good policies dealing with workman's comp. and reducing liability. The Town has reduced its workman's comp. claims. New Fairfield has applied and will be notified in December if they receive the award. The BOE has received the award in the past.

Safety Issues:

A suggestion was made by a town resident to have a sign put in the driveway warning that vehicles and people exit from behind the library. Public Works will be contacted about this. The existing “Do Not Enter” signs were also discussed, for they aren’t very visible.

Door stops on the library doors need to be removed for they violate fire safety laws. Doors that are fire doors should also be closed all the time.

The two doors on the lower level of the town hall do not operate correctly. They do not open fully (only about 60 degrees instead of 90), which may be a safety issue in an emergency.

Motion to adjourn was made by Erick Kist and seconded by Derrek Guertin. Meeting adjourned at 11:45.

Respectfully submitted,

Linda Fox, Chairman