

**Beacon Falls Safety Committee
10 Maple Avenue
Beacon Falls, CT 06403**



**BEACON FALLS SAFETY COMMITTEE
Special Meeting
January 13, 2021
MINUTES
(Subject to Revision)**

1. Call to Order / Pledge of Allegiance

Chair Rob Pruzinsky called the meeting to order at 11:06 A.M.

Members Present: Gerard Smith (GS), Mike Krenesky (MK), Rob Pruzinsky (RP), Chris McInnis (CM), James Gracy (JG), Tom Carey (TC), Amy Enquist (AE), Robert Egan (RE), Erin Schwarz (ES)

Members Absent: Chris Bielik (CB), Pete Colon (PC), Len Greene (LG), Susan Mis (SM)

2. Read & Approval Minutes from Previous Meetings

Minutes from July 8, 2020.

Motion made to approve the minutes as presented. ES/GS, all ayes

3. Comments from the Public

None

4. Reading of Correspondence

None

5. Old Business

a. OSHA Training for CDL Licensing – RP – OSHA does not regulate CDL it is done by DOT. GS – this bears discussion because we discussed this with CIRMA, and they wanted to know if we did any type of driver training etc. We could see what is available through CIRMA at no charge. It would be a good idea to have some training for our CDL drivers, which is everyone in Public Works. GS – CM do you know from an HR perspective how this works? CM – unfortunately, I do not. ES – who do you want to take the lead on the CIRMA training? They have snowplow safety class, and they have a whole catalogue of classes. GS – I think that may be a good task for Jamie, to reach out to CIRMA to see what they offer. ES – Steve Pendell is a contact you can speak to at CIRMA and he is also a trainer. JG – some of the training they have, we can download and stream. GS – if we do that, how do we get proof of training? JG – you can print out the certificate of completion. GS – what about other drivers, non-cdl? JG – they have items for fire, police etc. ES – they have over 300 learning topics on the e-learning center. It is basically up to us to determine our requirements and when they

will need to be completed. We have just never coordinated it with CIRMA. GS – maybe there is one person in each department that can coordinate training. I will reach out the Colleen White at CIRMA and then disseminate information to the departments regarding any required training. JG – can you also provide them with our new email addresses. CM just as a side note, we did send emails to TOBF and they bounced back. GS – ES can you mention that to Natasha so she can contact NOVUS. ES – sure. GS – on the next agenda we can leave this as training. ES – I think the confusion was that we had 10 hours of OSHA Training on the agenda before. RP – the OSHA 10 is not required for employees. ES – right, it is if we want to suggest it. TC – OSHA does not offer the 10. They only offer an awareness. RP – so it is no certification through CIRMA? TC – correct. ES – they offer you classes to raise awareness but not that give you a certification/certificate. GS – so what was the consensus? ES - I do not think there was ever a final decision. Cost was not prohibitive. We got a laptop for Public Works to share and complete their 10 hours etc. We just never decided on what we were going to do. CM – yes, there was a line item for the training. GS – right now is Tom the only one OSHA certified? TC – in my department yes. GS – it is not required, and we should make it optional. It is a benefit to those who want to do it. If someone wants to do the OSHA 10, the town will sponsor it, but not require it. ES – so this can be removed from the agenda. RP – this would include the Confined Space too correct? GS – is that in the OSHA 10? RP – it is separate.

b. CIRMA - Confined Space Plan – RP – we were working with CIRMA to take the test. All the tests would be is a refresher course. Again, this is not a requirement. CM – I think this was because some employees wanted to do this. GS – is it confirmed now that employees are not required to have this? RP – we would have to find that out. JG – maybe we should talk to Steve Pendell. GS – we will leave the OSHA 10 as an elective and leave CIRMA Confined Space to see what else we can find out regarding this training. RP – we can only get refreshers through CIRMA. We must complete the training through the State. ES – we just need to know the cost, who is going to be completing it and when. GS – since most of this is WWTP and Public Work's, I will call CIRMA and speak with Colleen White and then pass the information to Jamie.

c. COVID-19 – AE – we have a staff member out currently and are short staffed but are doing ok. ES – does anyone have any additional needs that were not met with the last round of purchases? We received CRF money from the State at the end of 2020 and surveyed departments for needs. TC – I will reach out to you Erin. GS – if things remain as they are, we will remain operating as we are currently. CM – are we still following the daily protocols for those coming into work? Are we doing questionnaires, temperature checks etc.? Unanimously, no. CM – I think something should be put in place effective immediately to all personnel. The department heads should have a confidential questionnaire to ensure employees are well upon arriving to work daily. ES – we would have to have someone managing the building at Town Hall. CM – there are some HIPAA guidelines to follow so it should be done by one person. Where we are right now, these measures are critically important. GS – no one from the public is coming in. CM – this would be for employees only. No public should be coming in or they should be subject to the same screening. GS – can this

be done with an email? CM – sure, I can send a form. We just want to make sure people in the building are not experiencing symptoms. RP – if someone in the department gets COVID would you shut the department down? CM – per the guidelines, that is very possible. RP – how would the Sewer Plant and Public Works operate? CM – its best to stagger shifts, and I know it is a lot to schedule and may not be possible but its best to not have all staff together. TC – I know we are coming up to the second phase of the vaccine, I think WWTP and Public Works need to be on the vaccine list. CM – the State is using the Federal Guidelines and updated the list on who is eligible. The State is regulating the class. So, if you are under Phase 1b, you may not be immediately eligible. They will be based on CDC divided categories. TC – we should have a coordinator and its important we get on the list. There are only 3 of us at WWTP so its vital for us. GS – the coordinator for the vaccine is Jeremy who is our EMD. ES – so phase 1a handled first responders. 1b includes WWTP and then other government workers, are we 1c? CM – I do not think anyone really knows. Even in 1b, 1b will be 1c, 1d, 1e etc. The State is mandating each section and there really is not a clear expectation. GS – how do we handle Town Hall for wellness checks? The staff is all staggered and this leads me to believe we should be fully remote. CM – my staff is fully remote as of last week. With the new strain, the holiday surge, and the increased daily rates, if staff could work remote, they should. AE – we stagger and try to not be here at the same time. CM – there is no perfect way, but we are trying to reduce risk as much as possible. GS- should the form be emailed or text for everyone to self-certify before they come to work? CM – who would this email go to? GS – I would assume the department head. CM – maybe we do not need a confirmation, just make sure that all employees are aware and self-certifying themselves. I will draft a document for you to provide all to all staff. We want everyone to be as safe and proactive as they can. MK – when you wake up, take your temperature, and then take it again throughout the day. If you have a fever stay home. MK – if staff stay home is it a sick day or a COVID day? GS – each employee has COVID time. TC – I am not going to rely on a home temperature check, it will be on site before my employee's clock in. GS – CM is that ok? CM – absolutely. GS – is that ok to not happen at PD, Public Works, and Town Hall? CM – yes, we will still send the awareness letter to everyone, Tom can do his temperature checks. CM – you do not have to record the temperatures. RP – is someone is exposed in the department are they required to stay home? CM – it is a case-by-case thing and depends on the guidelines. Each situation will be evaluated. GS – I saw two guys in one truck yesterday, I would say moving forward one person to a truck and when you are in the garage, there needs to be 12-15 feet of space from each other. RP – so pothole patching, Christmas tree pick up etc., there will be two trucks? GS – yes. CM – another option is to keep the same two guys in the same truck for an extended period, so you are never more exposed besides those two individuals. GS – can you do that? RP – yes, we can try anything. CM – we must go back to March parameters. Now we can take some preventative measures. The new strain is much more contagious. If anyone has further questions, they can always reach out to me.

6. New Business-

- a. 2021 Meeting Schedule – **motion made to approve the 2021 meeting schedule, GS/TC, all ayes.**

- b. ES – provided budget update for committee.
- c. AE – is there anything that we can do about the front door? It is constantly being left open (inadvertently). GS – maybe the locksmith can find out why it does not always close. It is the main door and if we need to replace them, then we will.

7. Adjournment

Motion made to adjourn at 12:07PM – AE/GS, all ayes

Respectfully submitted,

Kerry McAndrew
First Selectman's Office Administrator/Clerk