

TOWN-WIDE SAFETY COMMITTEE
REGULAR MEETING
October 17, 2024

Members Present: Cheryl Creem, Cara Brennan, Michelle Ceppaglia, Amy Giveans, Ann Labby, Tom Robinson, Pete Willse

Members Absent: Ryan Curley (alt), Andy Dionne (alt), Courtney Fitzkee, Dan Knapp, Michael Lastrina, Rosanne Lombardi, Ryan O’Halpin, Rob Puida, Tom Sienkiewicz, Karen Slocum (alt)

Others Present: Devon Arce

1. Meeting called to order at 1:32 P.M. in Portland Connecticut by Chair Tom Robinson. Members participated in-person in the First Floor Conference in Town Hall, 33 East Main Street, Portland, Connecticut.

2. Approve Agenda

Tom Robinson requested a motion to approve the agenda. Cheryl Creem made motion to approve the agenda as presented, seconded by Pete Willse. Vote unanimous, motion carried.

3. Approve Meeting Minutes

With the meeting minutes having been distributed prior to the meeting, Chair Tom Robinson requested a motion to approve them as presented. Cara Brennan made motion to approve the meeting minutes of August 15, 2024 as presented, seconded by Cheryl Creem. Vote unanimous, motion carried.

4. Correspondence:

The Chatham Health District held a flu/COVID-19 vaccination clinic in the Portland Senior Center yesterday.

Connecticut Department of Labor training opportunities:

<https://www.ctdol.state.ct.us/osha/calendar.htm>

5. Old Business:

a) Nominations/Election of Secretary

Since no one stepped up to volunteer, Michelle agreed to continue on filling this role but noted that someone would need to take minutes should she be absent for a meeting.

b) Membership Vacancies: One Non-Management regular seat; one Non-Management alternate seat; one management alternate seat

Cheryl Creem nominated Devon Arce to fill the non-management regular seat. Amy Giveans seconded. Vote unanimous, motion carried. Welcome Devon!

There will be a Management regular seat vacancy created by the resignation of Ryan O’Halpin, Director of Public Works (effective Nov 1, 2024). We can ask Heather Celinski to fill the other non-management alternate seat.

Any Town employee interested in filling the remaining vacancies, please contact us.

c) Active Shooter Training (ongoing)

First Selectman Ryan Curley and Tom Robinson expressed their concerns to CIRMA for this type of training. Furthermore, Ian has taken over as the CIRMA Representative for Joey Barbera who has left CIRMA.

Ann Labby spoke of the recent shelter in place order due to a threat at a nearby church on Waverly Avenue that happened on a Saturday so it did not affect other municipal offices outside the library. The staff did best they could but were unsure of proper procedures. They were advised to follow the orders of the public safety officers but could not force persons age 18+ to stay. Additionally, the broadcast of shelter in place was limited and residents from outside the immediate area were still coming into the library while this situation was unfolding. Another idea is for the Library Director to communicate with other libraries to determine their protocols.

Further discussions were held, this issue remains ongoing.

d) Exterior Lighting at Town Hall (update?)

Ryan O’Halpin installed six decorative solar lights in the ground alongside the brownstone steps. Pete Willse stated the concern is that the brownstone steps are the same in color and those with depth-perception issues would think it was one long step instead of two.

The brightness of the solar lights were questioned. Members wondered if spotlights directed onto the steps would be better.

e) Request for panic button in P&R Office and Assessor Office

Cheryl spoke with Peter Lipka, Director of Technology. Michelle Ceppaglia spoke with Wayne Bartolotta, Director of Central Dispatch in Middletown. Cara mentioned that Youth Services also needs one.

Further discussion was held. This issue remains ongoing.

6. New Business

a) Review of Fire Drill at Town Hall (9/24/2024)

Since there were new staff that had not experienced a fire drill at work, Michelle contacted the fire marshals to arrange a fire drill at town hall. The day before the fire drill was scheduled, I sent an email to employees advising them to calmly exit the building and where to meet once outside the building. The day of the fire drill everyone exited the building in a timely manner and thankfully the weather was in our favor. Excellent work everyone!

b) Set 2025 Calendar Meeting Dates

The schedule remains as meeting at 1:30 PM on the 3rd Thursday every other month:

February 20
April 17
June 26* (Juneteenth is now a holiday)
August 21
October 16
December 18

7. Adjournment

With no further business to discuss, Chair Tom Robinson requested a motion to adjourn. Cara Brennan made motion to adjourn, seconded by Cheryl Creem. Vote unanimous, meeting adjourned at 1:49 PM.

Respectfully submitted,

Michelle Ceppaglia, Executive Secretary to the First Selectman

Next regular Safety Committee meeting is scheduled for:

Thursday December 19, 2024 at 1:30 PM

Member Responsibility: attend every meeting of the committee. If you are unable to attend, report your absence to the First Selectman's Office.