

Self-Insurance Management Safety Committee  
March 28, 2017 – 2:00 p.m.

Present: Chairman Wood, Supervisor John Collyer, Scott Brackett, Public Works, Robert Hartman, Safety Officer; Spencer Hellwig, Administrator; Diane Brown, Human Resources; Tom Speziale, Public Works.

Chairman Wood called the meeting to order and welcomed all in attendance.

**On a motion made by Mr. Brackett, seconded by Mr. Collyer the minutes of the December 20, 2016 meeting were approved unanimously.**

Mr. Wood reported that Mr. Hartman has retired as Safety Officer but is remaining on to aid with the transition. Diane Brown will be picking up many of his duties. Mr. Wood and Mr. Collyer commended Mr. Hartman and thanked him for his service, dedication and guidance provided to the committee.

Mr. Speziale gave an update on the status of the Homeland Security Grant Project to date. All of the camera equipment, wiring and access devices have been installed. The access devices need to be programmed. There was a slight glitch with some of hardware on doors in Buildings 1 and 3. Special hardware needed to be ordered and is expected to arrive in approximately 3 weeks. There is approximately \$10,000 of grant funds remaining and a discussion took place regarding what these funds could be spent on. Some of the options included lights in the parking lot, emergency lighting and defibrillators. Mr. Speziale has a meeting scheduled with Tyco to discuss what options they have. Mr. Hartman will check with Mr. Zeilman to check if the funds can be used towards defibrillators.

Mr. Brackett asked about the procedure for locking out the buildings. Mr. Hartman said that there will be four stations enabling the lockout, a written procedure is needed and the system will not go live until all the details are figured out.

Mr. Hartman said that the system will be programmed with holidays, opening and closing hours to automatically lock and unlock the doors. A fob or card will be needed to gain access to certain doors if they are locked or after hours. The system will guarantee storage for 30 days of camera recordings.

Mr. Wood said that meetings are held quarterly and the next meeting will be held in June. Mr. Wood asked the committee to think forward on any new activities needed for the year. The safety contest is an annual item. Mr. Wood said that the installation of AED's discussed today is an important item. If installed, training would also need to be conducted. Mr. Brackett suggested discussing the issue with Community Corps EMS to see what equipment they use.

**On a motion made by Mr. Collyer, seconded by Mr. Brackett the meeting was adjourned unanimously.**

Respectfully submitted,  
Therese Connolly  
Deputy Clerk of the Board