



Regular Meeting Minutes December 8, 2015

The meeting of the Oxford Safety & Health Committee (OSHC) was called to order at 10:07 AM.

The following members were present: Chairman Kelly Weymer, Michael Blood, Secretary Jim Hliva (arrived at 10:30 AM), Gordon Gramolini, Vice-Chairman Margaret West, Sharon Trede and Madeline Taggart.

Approval of Minutes

MOTION was made by Vice-Chairman Margaret West to approve the 10/13/15 meeting minutes as presented. This was seconded by Madeline Taggart. All in favor with 1 Abstention (M. West)

Public Comments

None

Guest Speaker

None

Review Injury Reports

Secretary Hliva had not yet arrived.

Madeline Taggart suggested again that the committee should invite someone trained in the HIPPA laws to one of our meetings. Chairman Weymer stated that she hadn't forgotten about this great suggestion, but had not had a chance to make any inquiries. It is the hope to have someone to attend our March or April meeting.

Site Inspections

Chairman Weymer briefly reviewed the Public Works inspection results that she and Gordon Gramolini conducted. A copy of the report was handed to the members. Chairman Weymer reiterated that the other two sub-groups should try to conduct at least one inspection by the end

of the year. The sub-group members in attendance scheduled inspections for Riverside Fire House and the Animal Shelter. They will submit their reports at the next meeting.

Other Business

▪ **2016 Meeting Schedule – New Meeting Dates Proposed**

Chairman Weymer explained that some members found that Tuesday meetings were difficult to attend given their work schedule. It was suggested that the 2016 meetings be held on the second Wednesday of the month.

MOTION was made by Vice-Chairman West to approve the following 2016 Oxford Safety & Health Meeting Schedule:

Second Wednesday of the month at 10:00 AM, monthly:

January 13th
February 10th
March 9th
April 13th
May 11th
June 8th
July 13th
August 10th
September 14th
October 12th
November 9th
December 14th

This was seconded by Gordon Gramolini. All were in favor.

(Secretary Hliva arrived at this time)

▪ **OSHC Members Attendance at Meetings**

Chairman Weymer stated her concern regarding some members not attending any meetings this past year or only attending a few meetings. It is understood that there may have been some work scheduling conflicts. And in hopes of resolving these scheduling conflicts, the committee has now switched the day of the meetings. It is also understood that some members could not attend some meetings due to the nature of their job. Chairman Weymer stated that each member needs to fully understand that if they are unable to attend most of the meetings that they should notify her immediately. Any member that does not attend any of the meetings will be replaced.

Chairman Weymer stated that this committee has made major progress this past year and would like to continue this progress. She thanked all the current members for their commitment to this committee.

MOTION was made by Vice-Chairman West to authorize Chairman Weymer to send the 2016 meeting schedule, with the new meeting date, to all current members. This letter needs to stress

that anyone unable to make these meetings must inform the Chairman immediately. Those who do not attend meetings may and/or will be replaced. This was seconded by Gordon Gramolini. All were in favor.

▪ **Emergency Situation and Evacuation Procedures**

Chairman Weymer handed out the Oxford Town Hall's Evacuation Policy & Procedures as of 9/4/08. It was asked that committee members review this document and make necessary changes, additions, deletions, etc. It was discussed that these policies and procedures were put in place over seven years ago and a lot has happened in the world since then. They are definitely in need of a revision. This is a very important and delicate matter. It is requested that all members invest quality time and effort into reviewing these procedures.

Chairman Weymer will speak with Fire Marshal Scott Pelletier regarding policies and procedures for Public Works, Senior Center and all three firehouses; maybe apply for grants. Chairman Weymer will also ask Mr. Pelletier if he would like to speak to the committee on this issue. Secretary Hliva will contact CCM as well. Sharon Trede stated that employees who work on Friday's are mostly women and they all feel unsafe. This was mentioned to the Administration however they were only told to call the police if they felt threatened. This is an unacceptable, unrealistic answer.

▪ **Elections of Officers ~ Chairman, Vice-Chairman, Secretary**

MOTION was made by Gordon Gramolini to cast one (1) ballot for all existing seated officers. This was seconded by Madeline Taggart. All were in favor. The following are the 2016 OSHC Officers:

Chairman	Kelly Weymer
Vice-Chairman	Margaret West
Secretary	Jim Hliva


▪ **Other Matters As Deemed Necessary**

Gordon Gramolini asked Chairman Weymer to assist him with navigating the Traveler's website.

Adjournment

MOTION was made by Gordon Gramolini to adjourn the meeting at 10:55 AM. This was seconded by Sharon Trede. All were in favor.

Respectfully submitted by,


Kelly M. Weymer
Chairman

15 DEC -9 PM 12:14
TOWN OF OXFORD, CT
TOWN CLERK
