

**HEALTH AND SAFETY COMMITTEE
MEETING MINUTES**

Tuesday, March 12, 2024, at 2:30 PM
Town Hall

In attendance: E. Couture, J. McDonald, E. Disbrow

1. The meeting was called to order at 2:34 p.m
2. Couture moved to approve the minutes of 12/20/2023 as submitted. The motion, seconded by Disbrow, passed.
3. New Business
 - a. Fire Drill –Review procedure and set date for 2024:
Deputy Fire Marshall McDonald reviewed the recommended procedures for fire drills:
 - Designate individual responsible for reporting to first-arriving firefighters
 - Ensure that all employees know to close doors, and to observe empty spaces on the way out of building so that no employees or members of the public are left in the building.
 - Conduct drills min 2x/year, and when new employees join the town

Couture plans to conduct next drill in the coming weeks, once all the recent new hires begin work.

- b. Member concerns
Disbrow asked if the Red Cross plans any mass distribution of smoke alarms, as in the past.

4. Old Business
 - a. KAA sponsored a CPR Class on March 5: 4 employees attended-Thanks Don & Pat! One more employee is required to reinstate HeartSafe designation. Disbrow volunteered to enroll in an upcoming class.
 - b. Active shooter refresher-Run Hide Fight on You Tube-email sent to TH employees and H&S committee members. Re-distributing fire extinguisher-use videos was briefly discussed

5. The meeting adjourned at 2:49

Submitted by E. Disbrow own 3/12/2024