



# TOWN OF VERNON

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## **Risk Management Committee**

### **Town of Vernon, Risk Management Advisory Committee December 9 2014 meeting – FINAL**

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#### **In Attendance:**

Jim Luddecke, Committee Member  
Tony Zappola, Committee Member  
Bill Gilson, Committee Member  
Paul Jonas, Committee Member

Chris Wardrop, USI  
Dawn Maselek, Assistant Town Administrator  
Michael Purcaro, ~~Business Manager~~ BOE/Risk Manager  
Robert Kleinhaus, Public Works Director

#### **Absent:**

All present

Meeting called to order by Paul Jonas at 7:00 p.m.

#### **Public Comment**

There was no public comment.

#### **Approval of Minutes**

Tony Zappola made motion to approve minutes from September 30, 2014 meeting, seconded by Bill Gilson. Motion passes.

#### **New Business**

All in favor to allow discussion of Road Bond project (item b) first under New Business.

- a. Discussion took place regarding Road Bond project including road selection, timelines and safety measures. Chris Wardrop (USI) made insurance recommendations for any previous projects that may have resulted in issues later.
- b. Michael Purcaro provides an update on the Town's Natural Hazard Mitigation Plan advising it has been adopted by the Town Council. The Town Plan is due by the end of this month and the School Plan is almost ready, as well. The Everbridge System is ready for debut with promotional material and a video almost complete.
- c. Updates for Town Safety Committee
  1. CO pagers recommended for Police Officers
  2. First Aid kits to be ordered for Town Departments
  3. Return to Work program in progress

#### Updates for BOE Safety Committee

1. Review of CIRMA claims experience. Results show higher frequency but lower severity.

d. Town Employee training update

4. Annual e-mail reminders for winter operations and Employee Assistance Program sent
5. CDL physicals in line with new Federal law
6. Reasonable suspicion/random drug testing
7. Sexual Harassment for Supervisors

BOE Employee training update

1. Ergonomics for workstations
2. ICS training

e. Dates set for 2015 meetings:

March 10, 2015

June 9, 2015

September 8, 2015

December 8, 2015

Motion to Adjourn made by Tony Zappola, seconded by Paul Jonas. All in favor. Meeting concluded at 8:35 p.m.

Next meeting March 10, 2015

Request for George Tammaro to provide updated Loss Analysis and attend meeting.

Prepared by: Dawn R. Maselek, Assistant Town Administrator