

The logo for Cumberland County, Maine, features the word "Maine" in a stylized orange script font above the words "Cumberland County" in a dark brown serif font.

# Maine Cumberland County

## Minutes of the Executive Safety Committee

**October 28, 2021  
10:00 AM – Feeney Room**

Present: Jim Gailey, Bill Trufant, Alex Kimball, Don Goulet, Don Brewer, Dani Spence, Melinda Dyer, Laurie Simon      Absent: Aaron Gilpatric

Laurie Simon called the meeting to order at 10:05 AM. The minutes from the June 17, 2021 meeting were unanimously approved as written.

### Old Business

The Vehicle Use Policy was unanimously approved with the following revision: Introduction, paragraph 1: *“Excluded are the Sheriff offices who fall under policy O-41”*.

Bill Trufant also recommended informational stickers giving direction to employees in case of a breakdown be placed in the county vehicles at the courthouse. Laurie will create stickers as soon as the information is available.

### New Business

Laurie reported on safety updates along with Courthouse Safety Committee activities:

- The MMA Hazard Survey and inspection of the courthouse was completed on July 29, 2021. All action items have been successfully remedied including the required boom lift training classes for Facilities employees. An MMA training grant was awarded for \$2,000 for this class. A refresher course will be scheduled every 3 years for those employees who received an operator’s license.
- HEPB/TB shots and testing with Bayside Employee Health was canceled at the jail due to the Covid outbreak. Amy Jennings and Laurie are working on a new date to get this completed.
- The committee unanimously approved the newly created Safety Training Requirements and spreadsheet.
- The Respiratory Protection policy is now in place for affected employees at the LEC and Jail. Dani stated the policy was added to PowerDMS for training purposes. Laurie is looking into an instructional donning/doffing video that could be added for training as well. Respirator questionnaires and fit testing have been problematic. A meeting with jail leadership is scheduled for next week to finalize the action plan.
- A request for a special email address to report safety hazards, concerns at the jail was sent to IT. The address will include all members of the jail safety committee in an effort to improve communication and remediation of safety hazards. Jim recommended placing stickers in the jail, visible to employees, to communicate the new address and encourage its use.
- A fire drill was conducted at the courthouse on October 26, 2021. Laurie is collecting feedback from departments on suggestions for process changes.

Dani reported on safety related items from the LEC safety committee:

- The committee is reviewing accidents/injuries for root cause;
  - The complex passed the recent State Fire Marshall inspection;
  - The parking lots and walkways need repainting. Bill Trufant said this will be scheduled for spring 2022.
  - First Aid training for patrol is slated to take place with Windham RCC instructors the first of 2022;
  - Less Lethal training was conducted this past month;
  - The panic button alarm system is to be inspected by Mike Ward for notification in the ground floor offices at the LEC;
  - Ergo assessments for the new cruisers to be scheduled;
  - Low light (night) shoot training was conducted for law enforcement personnel.
- 
- Bill Trufant's department has been working on safety issues at the jail with interior door closures;
  - The grease trap for the kitchen was located and had to be dug up as it had never been emptied or serviced since installed.
  - Bill said his department has many upcoming projects using ARPA funds. Multiple areas of the jail are being assessed for ergonomic rebuild including SHU, and the Pods.

Melinda reported on the safety items at the RCC and EMA.

- New lighting has been installed in EMA and partially in the communications center. Employees are happy with the change so far.
  - All of the Windham Facilities safety policies have been revised and are now available electronically along with hard copies.
  - The campus was provided a plow truck and sander for the upcoming winter. This will help a great deal with slips/falls as last year the lot was not regularly sanded.
  - The safety committee is investigating accidents/injuries for root cause. Melinda stated that it is sometimes a challenge to get employees to report these reporting is getting better with communication.
  - Mowing the hill by the Bunker was a safety issue this past summer. A weed whacker is now used in place of a push mower.
  - A major renovation is planned for the call center including new ergonomic workstations.
- 
- Captain Goulet reported that Covid is once again under control at the Jail after the last outbreak. Continued usage of masks is an issue with jail employees.
  - A new radio system was ordered and has been delayed due to shipping problems.
  - Communicating Covid positives is problematic in the Pods and they are working to improve this process to keep employees safe.
  - A few new cameras are being installed inside and out of the jail complex.
  - The Community Corrections building is now open to staff for rest breaks and feedback has been positive.

Don Brewer thanked committee members for their work on the various safety committees. He also reminded participants to continue masking and spread the word throughout their departments.

The meeting adjourned at 11:25 AM. The next meeting is scheduled for Thursday, January 20, 2022

Respectfully submitted,

Laurie Simon