



**CONNECTICUT INTERLOCAL RISK MANAGEMENT AGENCY**  
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April 9, 2012

Mr. Roy Walder  
Transportation Coordinator  
New Canaan Public Schools  
39 Locust Ave  
New Canaan, CT 06840

Re: Safety Committee

Dear Mr. Walder:

Thank you for the opportunity to attend the New Canaan Public Schools' first Safety Committee meeting on March 28, 2012.

Safety and health committees have two basic functions: (1) creating and maintaining an active interest in safety and health, and (2) serving as a means of safety and health communication. In addition, goals and objectives of the committee should be established. These goals are outlined in the "Safety and Health Committees" CIRMA Best Practices Guide, which I provided to each committee member. As discussed the next steps in this process is to schedule the next meeting prior to the end of the school year; please forward me the date, time and location. At this meeting, I will provide some of the loss data and analytics I discussed.

In the interim, please feel free to contact me directly at 203.535.3774 or via email at [jbarbera@ccm-ct.org](mailto:jbarbera@ccm-ct.org) if I can answer any additional questions, or if I can provide any additional CIRMA Risk Management services.

Regards,

Joey Barbera  
Senior Risk Management Consultant  
CIRMA Risk Management Services

cc: Hon. Robert Mallozzi, First Selectman  
Dr. David Abbey, Superintendent of Schools  
Joseph Meehan, Director of Finance and Operations  
Tom Stadler, Town Administrator  
Cheryl Jones, Director of Human Resources  
Dr. Steven Swerdlick, Assistant Superintendent for Human Resources  
Kaylee Montelius, CIRMA Underwriter



All Connecticut Interlocal Risk Management Agency (CIRMA) inspections and recommendations are purely advisory and intended to assist our members in risk control and safety procedures. The implementation of recommendations made by CIRMA is the sole responsibility of the member. Observations and recommendations of CIRMA are based on practices and conditions observed and information made available to us at the time of our visit, and do not imply or guarantee full compliance with Local, State or Federal regulations that may be applicable to such practices and conditions. These inspections, reports and recommendations do not signify or imply that other hazards do not exist.

## **Meeting of the NCPS Safety Committee**

**March 31, 2016**

**Roll Call:** Steve Bedard, Vivian Birdsall, Jo-ann Keating, John Perna, Stan Sarafin, Steve Smead, Roy Walder, Bob Willoughby.

**Call to order:** The meeting was called to order at 2:40pm by Roy Walder.

**Review of CIRMA Safety Audit:** During the Fall of 2015 the Connecticut Interlocal Risk Management Agency (CIRMA) was asked by the New Canaan School District to complete a physical hazard facility assessment of the 5 schools with a focus on student and employee safety. The objective was to evaluate current risk management, best practices, and regulatory compliance efforts and to offer viable suggestions for improving overall safety.

The identification of the potential hazards found was reported in a multipage document dated November 30, 2015. These findings in summarized form were reviewed. The issues are varied but include electrical concerns, storage concerns affecting movement or blocking access, improper labeling, unsecured items, etc. It was reported by Bob Willoughby that a portion of the electrical concerns have already been addressed. It was suggested that an administrator from each school participate in addressing these concerns. The goal is to create a sustainable system of accountability to address existing concerns and manage future issues.

One of the safety hazards identified is the prevalence of portable heaters and the load placed on the electrical service. It has been suggested that the use of portable heaters should be discontinued. In conjunction, the District should develop a standard for ambient temperatures in the rooms. Custodians might be provided with a thermometer to measure temperatures and adjust the heating/cooling systems to maintain levels to the standard determined.

During the coming months, the Committee is to oversee the actions implemented by the administration and the facilities organization to address each of the safety concerns identified.

**Schedule of future meetings:** It was suggested that future meetings of the Safety Committee should be held immediately following the meeting of the Crisis Advisory Board (CAB). Dr. Keating indicated that it was her intent to engage more of the assistant principals on the committee to increase awareness within each of the schools. As AP's are typically present at the CAB meetings, it would appear that a follow on meeting could be productive. Fred Baker, Fire Marshall, who attends the CAB meeting could also be invited to attend the Safety Committee meeting as may be needed.

**Having no additional business, the meeting was adjourned at 3:15pm.** Minutes will be posted on the district website.