

# SAFETY COMMITTEE MEETING MINUTES

## ENFIELD CORRECTIONAL INSTITUTION

Meeting date and meeting start time: Thursday, June 23, 2010 10:00am

Attending:	<u>Palmira Shelton, HRS</u>	<u>CFSS Ralph Carucci</u>
	<u>CMS James Barton</u>	<u>Officer Enrique Moran</u>
	<u>Captain Blair Vinton</u>	<u>FSO Pat Sweeney</u>
	<u>Paula Vincenzo, CMHC</u>	

Absent:	<u>Principal Mary Kane</u>	<u>Captain Charles Ruffin</u>
	<u>Officer Frank Lowe</u>	<u>Counselor Diana Garcia</u>
	<u>DW Pidgeon</u>	<u>Robert Giuditta, (DAS)</u>

### Old Business:

- FSO Sweeney to install extra eyewash station in the kitchen
- Flammable storage containers to be moved from old Small Engine Repair unit to secured loading dock.
- \*CMS Barton has asphalt on order and will begin parking lot repairs upon arrival.
- Maintenance looking into repainting parking lot lines contingent upon paint budget-ongoing
- FSO Sweeney working on garden fence-fire exits should not be an issue for escape route mapped out for D-building lower level. Hydrant accessible for fire safety staff.
- No erosion noted yet on perimeter walkway; maintenance will monitor
- cork boards in housing units damaged; maintenance will remove all; notice to inmate population to be sent upon notification of maintenance ability to remove. Will coordinate with Captain Ruffin.
- Officer Moran-MSDS Books updated in Captain's office, medical and Warden's office.

Accidents: No new reviews

### New Business:

No new safety issues at this time. All old business has either been completed or is currently in process.

DW Timothy Burke will be attending committee meetings effective July 6, 2010.

### Recent Inspections: Unit Shakedowns conducted in January.

Facility and Post inspections are on-going by all Staff. Issues are reported and addressed as discovered.

Other Business: Reports on special projects or other matters of the committee.

At this time there are no approved projects due to the budget constraints. This topic is ongoing and will be addressed in an ongoing manner as money/resources become available.

Schedule Next Meeting: Wednesday, August 18, 2010 @ 10:00am - DW's Conference area.



**STATE OF CONNECTICUT  
DEPARTMENT OF CORRECTION**



**Enfield Correctional Institution**

**289 Shaker Road**

**Enfield, Connecticut 06082**

Connecticut State Employees  
AFSCME Local 391  
109 Elm Street  
Enfield, CT 06082  
Attn: Safety Committee Minutes

June 23, 2010

To Whom It May Concern,

*I am including an updated list of all current members and their rank as well as a copy of minutes from the today's meeting, as requested. Membership fluctuates due to changes in personnel and schedules so the list may be updated over time. As you can see from the attached member list, DW Timothy Burke will be joining the committee in my place, effective July 1, 2010.*

*Our next meeting is scheduled for **August 18<sup>th</sup>** at 10:00am in the Deputy Warden's Conference area. Please contact me if you wish to attend so I may ensure that appropriate arrangements are made. If you have any further questions, please do not hesitate to get in touch with me via phone or fax.*

Sincerely,

Deputy Warden Pidgeon  
860-763-7358  
860-763-7357 fax

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c. Warden Maldonado  
Warden Cournoyer  
Captain Vinton  
File

**Safety Committee Members**  
**Enfield C.I. 2010**

***Blair Vinton – Chairperson***

Deputy Warden Burke (eff. 7/1/10) – Operations / Treatment and Programs

Enrique Moran – Key/Tool Control

Mary Kane – Education

Ralph Carucci – Food Services

Palmira Shelton – Human Resources

Paula Vincenzo – Medical

Pat Sweeney – FSO

James Barton – Maintenance

Robert Guiditta – Department of Administrative Services

Frank Lowe – Correction Officer

Diana Garcia – Counselor (Addiction Services)

NOTE: Members may be represented by other members of their department should the need arise.