

Health and Safety Committee Meeting Minutes
October 27, 2006

Attendees: CSEA - Mark Unser; PEF - Michael Kopkin, Lyndon Jones, Ray Moroz; Management - Paul Capobianco, Marylee Fitzgerald, Artis Reed; TAX - Marsha Masterson; Resources - Elaine Smith, Mel Diegel; Recorder – Jeanne Newkirk

Reviewed and updated the action items. See Action Steps – October 27, 2006

Agenda Items:

Evacuation maps for 110 – Lyndon noted that they haven't been updated in five years and asked if they should be. Paul said that since the perimeters and exits have not changed, they are ok as is.

Whistles and masks received by new employees – Elaine is working with HR to distribute them at orientation at 110 State Street and other sites. She will also give a supply to other site marshals.

Benches are put on the far walls of the elevator bays, the cameras will not show them – Paul said that each floor has several special evacuees and that people that are standing will be in the view of the cameras. In addition, the lobby telephone may be used for two-way communication with the security desk.

Status of water testing at 90 State Street and other sites – the two fountains at 90 State Street that weren't potable were shut down. All others tested fine. Michael said that 123 William Street is getting tested. Elaine will see look into getting other sites tested by PESH, prioritizing older buildings like 295 Main St. Buffalo.

Smoking at the 110 State Street front door – Security is going out every hour to check and three times per hour during break times. It's getting better and we are on top of it.

When will the benches be installed in the elevator bays – they have been ordered. We are getting two four-foot benches on every floor. There is one on the 14th floor now.

Additional Items:

Mark stated that Eric Johnson and Michele Netzer did a sweep of the fire extinguishers and everything is up-to-date.

Lyndon asked how the last evacuation went. Paul said that it went very well and was completed in 17 minutes.

Paul said that we are getting new software which will provide visitors to the building instant id's with their photos.