



SCHOOL SAFETY INFRASTRUCTURE COUNCIL

MEETING MINUTES

Meeting Date: 12/3/2013

Meeting Location: DESPP Headquarters

Approval: DRAFT

Recorded By: Jason Crisco

1 ATTENDANCE

Name	Title	Department/Location	Present
Donald J. DeFronzo	Commissioner	DAS	Y
Stefan Pryor	Commissioner	SDE	N
William Shea	Deputy Commissioner	DESPP	Y
John Woodmansee	Education Consultant		Y
Richard E. Morris	Dir. Public Safety & Emergency		Y
Frank J. Costello	Structural Engineer		Y
Ronald Jakubowski	Former Asst. Superintendent of Schools for Operations and Facilities		N
Steven Waznia	Firefighter		Y
Adam Byington	Police Officer		Y
Irene Roman	Public School teacher		Y

2 MEETING LOCATION

Building: DESPP Headquarters

Room: Meeting Room 348

3 MEETING START

Meeting Schedule Start: 5:30pm

Meeting Actual Start: 5:42pm

4 AGENDA

- Opening Remarks by Chair
 - Chairman DeFronzo welcomed members and staff to the meeting. He emphasized that the goal this evening is to approve SSIC report.
- Approval of November 7th Minutes
 - Chairman DeFronzo asked for a motion to approve the minutes from the previous meeting. A motion to approve the minutes was made by John Woodmansee and seconded by Steve Waznia. The minutes were approved with no corrections.
- SSIC Draft Report - Review and Comment
 - Chairman DeFronzo gave a brief overview of the Narrative Report, Appendix A, B, C, D & E.
 - SSIC Narrative Report

1. Chairman DeFronzo gave a detailed overview of the Narrative Report.
 - A few edits had been made since the last copy sent to members:
 - Storm Shelter language added bases upon a suggestion by Commissioner Shea.
 - Statutory changes section removed.
 - Spelling and grammatical edits.
 - More detail added with regard to how the report will be released to school officials, building professionals and others.
 - School Safety and Security Plan template will not be included in this report.
- Appendix A – Standards
 1. Craig Russell, SSIC staff, gave an in-depth review of Appendix A – Standards.
 - Multiple changes were made to this document since Council member review and more added during this discussion:
 - Language concerning storm shelters added to be consistent with narrative report.
 - Spelling and grammatical edits.
 - Sentence restructuring.
 - School Design Committee change to School Safety Design Committee.
 - Language modified to incorporate more members of the school design committee. Language now consistent with School Safety and Security Plan Standards Committee.
 - Multiple “should” and “shall” changes.
 - The addition of the word “if” to multiple lines as determined by members.
 - Two-way radio communication language added upon request of multiple Council members.
 - Coopers Color Code reference removed.
 - Inclusion of a door numbering system on exterior school doors. This language was also added.
 - Language changed to incorporate a suggestion regarding counseling office and health services locations.
 - ADA compliance issues addressed.
 - Discussion of cameras in stairwells, which are normally not allowed under the requirements of the state’s fire code.
- Appendix B – SSIC Membership
 1. Minor edits made. Also added staff member info.

- Appendix C – SSIC Meeting Dates and Minutes
 1. No comments or edits.
- Appendix D - IRVS/NCEF Overview
 1. Jason Crisco, SSIC staff, gave an in-depth overview of the Appendix D. A few minor edits were made based upon suggestions by Council members.
- Appendix E – Technical Compliance Guidelines (working document) Overview
 1. Craig Smith, SSIC staff, gave an overview of the Technical Compliance Guidelines, which are a working document.
 2. A few minor edits were made.
- Motion to Approve Report
 - A motion to approve the SSIC report was made by John Woodmansee and seconded by Commissioner Shea.
 1. John Woodmansee: “I move approval of the SSIC draft report and accompanying appendices establishing school safety infrastructure standards for the State of Connecticut as required by Public Act 13-3 sections 80- to 83”.
 - Chairman DeFronzo asked for a voice vote to approve the report. The report was approved on the condition that some minor edits may still be made before the final release.
- Closing Remarks
 - Chairman DeFronzo thanked all of staff and council members for their assistance and appreciation.
 - Commissioner Shea added that a great deal of teamwork and heavy lifting was required to complete this report. He thanked everyone for their work.
 - Chairman DeFronzo mentioned that barring any significant changes, this will most likely be the last time the SSIC meets until the report is finalized. Cleaned up copies will be provided for all members once ready.
- Time, Date & Location of Next Meeting
 - To be determined
- Adjournment

5 MEETING END

Meeting Schedule End: 7:30pm

Meeting Actual End: 8:45pm