



JOINT LOSS MANAGEMENT COMMITTEE MEETING MINUTES

December 1, 2022

A. Call to Order - 1:05pm by Chairperson Zola

B. Attendance/Committee

Judy Zola, JLMC Chairperson, Non-Management Member (Town Office) PRESENT
Andy Baranowski, Management Member (DPW-Water Dept.) PRESENT
David Chamberlain, Management Member, (Fire Dept. - Chief) PRESENT
Todd Muilenberg, Management Member, (Police Dept. - Chief) PRESENT
John Kohlmorgen, Management Member, (Recreation Dept.) PRESENT
Linda Gleason, Non-Management Member, (Library) EXCUSED
Gary Duquette, Non-Management Member (DPW) PRESENT
Tim Gerry, Non-Management Member, (DPW) EXCUSED

Derek Martel - Primex Advisor

Approval of Meeting Minutes

On a motion by Baranowski, seconded by Duquette, the Minutes of 9/1/2022 were approved as amended (5-0) Chamberlain abstained.

D. Accident Reports (2022-Date)

- 2022 WC/Accident Claims Filed to Date - (3)
 1. 7/28/2022 - Police - Fractured Pinky (no lost time)
 2. 8/24/2022 - DPW - Back Injury (2 days lost time)
 3. 9/7/2022 - Police - Bruised Left Elbow (no lost time)
- 2022 Property/Liability Claims Filed to Date - (8)
 1. 1/7/2022 - DPW - (Closed) - \$2,500
 2. 1/11/2022 - DPW - (Closed) - \$2,014
 3. 3/9/2022 - Police - (Closed) - \$1757.87
 4. 5/26/2022 - Police - (Open) - \$16,000
 5. 7/18/2022 - Water - (Open) - \$1,000
 6. 7/18/2022 - Water - (Open) - \$1,000
 7. 8/1/2022 - DPW - (Open) - \$35,000
 8. 11/3/2022 - DPW - (Open) - Unknown

E. Quarterly Checklist/Old Business

- Inventory of First Aid Supplies/Check Eye Wash Stations - Ongoing - Replace every 6 Months
- Hazardous Chemical Inventory at each Location - Ongoing - Binders for each department
A reminder should be sent out to departments to ensure compliancy.

- Building Inspections - Monthly - Copies to JLMC Chairperson & Department
An email will be sent to Department Heads to make sure they are keeping a file.
- Injury/Incident Reports - Completed by Departments and turned into Town Manager's Office
Updated form in progress (will be fillable). Continue using one on website
Website is a fillable form
- Portable Fire Extinguisher Training for all Employees - 12/14 Library/Town Office/Prosecution/Recreation scheduled.
DPW/Transfer Station/Police need to be scheduled
- CPR/AED Training - In Person - Needs to be Scheduled after the first of the year.
Town Manager will let the JLMC know how much money is budgeted for this training and who should
- Employee Badges - *Pictures are completed. Need to review policy regarding wearing of badges.*

F. New Business

- Written Safety Plan- Each Department should have their own. Town Wide Safety Program is Updated Every 2 Years- is currently on the website. **Next Update is due January 1, 2023**
- **2023 Safety Training Goals:**
 1. Bloodborne Pathogens - Yearly
 2. Back Injury Prevention - Yearly
 3. Slips/Trips/Falls - Yearly
 4. CPR/AED- Yearly refreshers
 5. Fire Extinguisher Training - Yearly
 6. Cybersecurity - Yearly with more frequent refreshers if needed.
- Master List of Required Trainings and Frequency will be distributed to Department Heads with follow up instructions. Elisa/Judy
Elisa should have master list of trainings for all new employees at orientation. Joint follow up with HR & Department.
- Online Training Tracker through Primex isn't fully operational yet. Elisa and Judy are working through the "bugs" with Primex.

G. Department Reports

H. Other Business

- **Chairperson for 2023 -**
On a motion by Muilenberg, seconded by Baranowski, Zola was elected Chairperson (6-0)

I. Adjournment

On a motion by Baranowski, seconded by Kohlmorgen, the meeting adjourned at 1:39pm.

Next Meeting is March 2nd 1:00pm @ the Fire Station

2023 Meeting Schedule: March 2nd
 June 1st
 September 7th
 December 7th

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