



## JOINT LOSS MANAGEMENT COMMITTEE MEETING MINUTES

JAFFREY FIRE STATION - 138 TURNPIKE ROAD

March 2, 2023

1:00pm

### A. Call to Order at 1:02pm

### B. Attendance/Committee

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

Derek Martel - Primex Advisor

### C. Approval of Meeting Minutes

On a motion by Kohlmorgen, seconded by Muilenberg, the Minutes of 12/1/2022 were approved (4-0)  
(Linda abstained as she wasn't present at December's meeting)

### D. Accident Reports (2023-Date)

- 2023 WC/Accident Claims Filed to Date - (3)
  1. 1/13/2023 - Police - Minor Cut on Chin (no lost time)
  2. 2/6/2023 - Police - Lower Back Pulled (no lost time)
  
- 2023 Property/Liability Claims Filed to Date - (3)
  1. 5/26/2022 - Police - (Open) - Unknown (Confidential/Legal)
  2. 11/3/2022 - DPW - (Open) - Unknown
  3. 12/23/2023 - Library - (Open) - \$15,000

*These were reviewed without questions.*

### 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  
*Chairperson Zola will start a compliance log and assist departments to comply with requirement*
  
- Building Inspections - Monthly - Copies to JLMC Chairperson & Department

- Injury/Incident Reports - Completed by Departments and turned into Town Manager’s Office Website form is fillable
- Portable Fire Extinguisher Training for all Employees - DPW/Transfer Station/Police need to be scheduled  
*Chairperson Zola will follow up with DPW and Police to schedule training.*
- CPR/AED Training - In Person - Needs to be Scheduled pending TM funding update  
*TM will be contacted about funding and what employees should participate*
- Employee Badges - Status Update - (No Policy in Town Code)  
*No requirement to wear them - all employees should have had their pictures taken*

**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. (send email for updates)  
*Chairperson Zola is working on updates - will reach out to department heads to check for any more updates requested.*
- **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. Part of Orientation Packet (Elisa/Judy)
- Online Training Tracker through Primex isn’t fully operational yet. Elisa and Judy are working through the “bugs” with Primex.
- Primex - JLMC review and suggestions.  
Discussion about having the Primex rep. out to evaluate our departments and educate us how to be compliant with DOL regulations. Chairperson Zola will contact Derek Martel to set up a visit.

**G. Department Reports - None**

**H. Other Business - None**

**I. Adjournment**

On a motion by Duquette, seconded by Muilenberg, the meeting was adjourned at 1:24pm (6-0)

2023 Meeting Schedule:

June 1<sup>st</sup>

September 7<sup>th</sup>

December 7<sup>th</sup>

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