



## JOINT LOSS MANAGEMENT COMMITTEE MEETING MINUTES

### Jaffrey Recreation Department

Thursday, September 7, 2023

#### A. Call to Order – 1:06 PM

#### 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  
Todd Muilenberg, Management Member, (Police Dept. - Chief) PRESENT  
John Kohlmorgen, Management Member, (Recreation Dept.) PRESENT  
Linda Gleason, Non-Management Member, (Library) RESIGNED  
Gary Duquette, Non-Management Member (DPW) PRESENT  
Tim Gerry, Non-Management Member, (DPW) PRESENT  
Bailey Bernier, Non-Management Member, (Library) PRESENT

Derek Martel - Primex Advisor- EXCUSED

#### C. Approval of Meeting Minutes

On a motion by Chamberlain, seconded by Muilenberg, the Minutes of 06/01/2023 were approved as presented (6-0) Bernier abstained as she didn't attend the 6/1 meeting.

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

##### 2023 WC/Accident Claims Filed to Date - (6)

1. 1/13/2023 – Police – minor cut on chin – no lost time
2. 2/6/2023 – Fire - lower back pulled – no lost time
3. 4/21/2023 – Fire – exhaustion & overheated – no lost time
4. 8/18/2023 – Police – bruise on left arm – 4 hours lost
5. 8/18/2023 – Police – contusion – 4 hours lost
6. 8/23/2023 – Police – blood clot on right arm – no lost time

##### 2023 Property/Liability Claims Filed to Date (5)

1. 5/26/2022 - Police - (Closed) - Unknown (Confidential/Legal) \*Closed in 2023\*
2. 12/23/2022 - Library - (Closed) - \$15,000 \*Closed in 2023\*
3. 3/2/2023 - Water - (Closed) - \$6,675
4. 3/14/2023 - Public Works/Highway - (Closed) - \$5,160
5. 3/20/2023 - DPW/Equipment - (Closed) - \$5,000
6. 8/18/2023- Police – (Open) – \$50,250
7. 8/18/2023 – Police – (Open) - \$58,250

*Accident Reports were reviewed.*

#### **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
- 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  
*A new Incident form will be created separate from the current form, which is mostly an injury report form.*
- Portable Fire Extinguisher Training for all Employees - DPW/Transfer Station/Police need to be scheduled  
*Chief Chamberlain will be in contact with Department Heads to schedule*
- CPR/AED Training - In Person - Funds are available - need to schedule  
*Waiting on instructors to be available to conduct classes.*

#### **F. New Business**

- Linda Gleason Replacement – JLMC rules state that all committee members need to be full-time employees. Since Linda was not full-time, Bailey Bernier was suggested by Library Director Julie Perrin to fill Linda's vacant position.  
  
*On a motion by Kohlmorgen, seconded by Chamberlain, Bailey Bernier was approved as the new non-management member (6-0)*
- Written Safety Plan- Each Department should have either a hard copy or electronic version.  
*JLMC members will check their own departments and report back to Zola, who will provide updated plans if needed.*
- Material Safety Data Sheets – Each Department should have a binder with updated sheets.  
*JLMC members will check their own departments and report back to Zola. Sheets should be for all substances in the department.*
- **2023 Safety Training Goals:**
  1. Bloodborne Pathogens - Yearly
  2. Back Injury Prevention - Yearly
  3. Slips/Trips/Falls - Yearly
  4. CPR/AED- Bi-Yearly refreshers
  5. Fire Extinguisher Training - Yearly
  6. Cybersecurity - Yearly with more frequent refreshers if needed.
  7. Preventing Workplace Harassment for Employees – Yearly  
*Reviewed goals with Committee*

- Training Compliance list will be distributed by October 1<sup>st</sup> with December 31<sup>st</sup> for the deadline for completed trainings.  
*Zola has been trying to get the Primex online training tracking system updated with an accurate list of employees. She will confirm current employees with Department Heads, update the site and send out reminders to non-compliant staff. She will then offer training so the Dept. Heads can track employee's compliance.*

**G. Department Reports - None**

**H. Other Business – None**

**I. Adjournment**

On a motion by Bernier, seconded by Muilenberg, the meeting was adjourned at 1:30pm.

Next Meeting is Thursday, December 7, 2023 – 1pm – Jaffrey Police Station

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