



## JOINT LOSS MANAGEMENT COMMITTEE MEETING MINUTES

Jaffrey Police Department – 26 Main Street

Thursday, December 7, 2023

### A. Call to Order: 1:08PM

### 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  
Bailey Bernier, Non-Management Member, (Library) EXCUSED  
Gary Duquette, Non-Management Member (DPW) PRESENT  
Tim Gerry, Non-Management Member, (DPW) EXCUSED

Derek Martel - Primex Advisor EXCUSED

### C. Approval of Meeting Minutes

On a motion by Kohlmorgen, seconded by Muilenberg, the Minutes of 09/07/2023 were approved (5-0) Baranowski abstained as he didn't attend the meeting.

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

#### 2023 WC/Accident Claims Filed to Date - (9)

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
7. 8/25/2023 – Fire – shin skin abrasion – no lost time
8. 10/30/2023 – Highway – puncture to left side of head – no lost time
9. 11/15/2023 – Town Office – slip & trip on stairs – no lost time

#### 2023 Property/Liability Claims Filed to Date (7)

1. 5/26/2022 - Police - (Closed) - Unknown (Confidential/Legal)
2. 12/23/2022 - Library - (Closed) - \$15,000
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) – \$46,877.50
7. 8/18/2023 – Police – (Open) - \$53,427.50

*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
- Portable Fire Extinguisher Training for all Employees – ***Fire Dept. will schedule directly with departments out of compliance***
- CPR/AED Training - In Person - Funds are available – ***still need to schedule***

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

- Written Safety Plan- Each Department should have either a hard copy or electronic version. ***JLMC members will check their own departments and report back.***
- Material Safety Data Sheets – Each Department should have a binder with updated sheets. ***JLMC members will check their own departments and report back.***
- **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.
  7. Preventing Workplace Harassment for Employees Yearly
- Training Compliance list will be distributed by October 1<sup>st</sup> with December 31<sup>st</sup> for the deadline for completed trainings. ***Group Scheduling will be coordinated with Fire Chief.***
- 2024 Meeting Dates, Locations, Chairman & P3 Recertification Discussion – ***The quarterly dates will be 1<sup>st</sup> Thursdays in March, June, September and December. Locations -TBD***

***Town Manager Frederick has requested that Zola's membership be terminated. Tax Collector Thibault was suggested to fill the Non-Management position. She will attend the March meeting to be sworn in.***

***On a motion by Baranowski, seconded by Chamberlain, Kohlmorgen was elected Chairman (6-0).***

***Zola will assist Kohlmorgen with the P3 recertification and JLMC Chairman training.***

**G. Department Reports - None**

**H. Other Business - None**

**I. Adjournment**

On a motion by Baranowski, seconded by Duquette, the meeting was adjourned at 1:45pm.

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