



JOINT LOSS MANAGEMENT COMMITTEE MEETING MINUTES

JAFFREY FIRE STATION - 138 TURNPIKE ROAD

June 1, 2023

A. Call to Order - 1:01pm

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) - EXCUSED
Gary Duquette, Non-Management Member (DPW) - PRESENT
Tim Gerry, Non-Management Member, (DPW) - EXCUSED

Derek Martel - Primex Advisor - PRESENT

C. Approval of Meeting Minutes

On a motion by Muilenberg, seconded by Kohlmorgen, the minutes of 03/02/2023 were approved as presented (5-0).

D. Accident Reports (2023-Date)

- 2023 WC/Accident Claims Filed to Date - (0)
- 2023 Property/Liability Claims Filed to Date (5)
 1. 5/26/2022 - Police - (Open) - Unknown (Confidential/Legal)
 2. 12/23/2022 - Library - (Open) - \$15,000
 3. 3/2/2023 - Water - (Open) - \$6,675
 4. 3/14/2023 - Public Works/Highway - (Open) - \$5,160
 5. 3/20/2023 - DPW/Equipment - (Open) - \$5,000

Accident reports were reviewed with no questions.

E. Quarterly Checklist/Old Business

- Inventory of First Aid Supplies/Check Eye Wash Stations - Ongoing - Replace every 6 Months
Gary Duquette monitors and inspects monthly.
- Hazardous Chemical Inventory at each Location - Ongoing - Binders for each department
JLMC will check departments and help with compliance with binders and MSDS if necessary.
- Building Inspections - Monthly - Copies to JLMC Chairperson & Department
Gary Duquette inspects monthly & sends reports to departments. Departments should have a file (paper/computer) in their offices.
- 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
- CPR/AED Training - In Person - Funds are available - need to schedule

F. New Business

- Written Safety Plan- Each Department should have their own. Town Wide Safety Program is Updated Every 5 Years- is currently on the website. (send email for updates)
- **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 - Yearly ** This was accidentally omitted on previous agendas.*
- Master List of Required Trainings and Frequency will be distributed to Department Heads with follow up instructions. Part of Orientation Packet (Elisa/Judy)
- Training Records and Reminder plan - Department Heads and HR
Master list of staff is being updated with HR. Once complete, Primex reminders will be emailed for missing training.
- Primex - Derek Martel will be joining us to review and advise us on DOL Compliance
Derek had handouts explaining the duties of the JLMC and what records to have on file for DOL compliance. He will email additional information.
NH DOL doesn't have any type of voluntary programs to inspect and advise on compliance issues. NHMA does have a risk management program.

G. Department Reports

H. Other Business

*Locations for the next meetings: September 7th - Recreation Department Warming Hut.
December 7th will be at the Police Station.*

I. Adjournment

On a motion by Muilenberg, seconded by Chamberlain, the meeting was adjourned at 1:29pm (5-0).

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