



JOINT LOSS MANAGEMENT COMMITTEE MEETING AGENDA

Jaffrey Police Department – 26 Main Street

Thursday, December 7, 2023

1:00pm

A. Call to Order

B. Attendance/Committee

Judy Zola, JLMC Chairperson, Non-Management Member (Town Office)

Andy Baranowski, Management Member (DPW-Water Dept.)

David Chamberlain, Management Member, (Fire Dept. - Chief)

Todd Muilenberg, Management Member, (Police Dept. - Chief)

John Kohlmorgen, Management Member, (Recreation Dept.)

Bailey Bernier, Non-Management Member, (Library)

Gary Duquette, Non-Management Member (DPW)

Tim Gerry, Non-Management Member, (DPW)

Derek Martel - Primex Advisor

C. Approval of Meeting Minutes

- Minutes of 09/07/2023 (*Motion/Vote*)

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

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 - DPW/Transfer Station/Police – **Status Update**
- 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
- Training Compliance list will be distributed by October 1st with December 31st for the deadline for completed trainings. **Status Update and Group Scheduling needed.**
- 2024 Meeting Dates, Locations, Chairman & P3 Recertification Discussion

G. Department Reports

H. Other Business

I. Adjournment

The Town of Jaffrey prohibits discrimination on the basis of race, color, national origin, sex, sexual orientation, religion, age, disability, marital or family status.

The Town of Jaffrey is an equal opportunity employer.