



JOINT LOSS MANAGEMENT COMMITTEE MEETING AGENDA

JAFFREY FIRE STATION - 138 TURNPIKE ROAD

March 2, 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.)
Linda Gleason, Non-Management Member, (Library)
Gary Duquette, Non-Management Member (DPW)
Tim Gerry, Non-Management Member, (DPW)

Nicole Armaganian - Primex Advisor

C. Approval of Meeting Minutes

- Minutes of 12/1/2022 (*Motion/Vote*)

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
 1. 5/26/2022 - Police - (Open) - Unknown (Confidential/Legal)
 2. 11/3/2022 - DPW - (Open) - Unknown
 3. 12/23/2023 - Library - (Open) - \$15,000

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 need to be scheduled

- CPR/AED Training - In Person - Needs to be Scheduled after the first of the year pending TM funding update
- Employee Badges - Status Update - (No Policy in Town Code)

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)
- **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.

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.