



JOINT LOSS MANAGEMENT COMMITTEE MEETING AGENDA

Jaffrey Fire Department – 138 Turnpike Road

Thursday, March 7th, 2024

1:00pm

A. Call to Order

B. Attendance/Committee

John Kohlmorgen, JLMC Chairperson, Management Member (Recreation Dept.)

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

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

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

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 12/07/2023 (*Motion/Vote*)

D. New Business

- Judy Zola Replacement – JLMC rules state that all committee members need to be full-time employees. Chelsie Thibault was suggested to fill Judy's vacant position.
- Caren Lewis – Is willing to be our secretary and take minutes at JLMC meetings. Caren will not be a voting member since she is part time and do to the bi-laws however we would like to welcome Caren.
- 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.**
- **2024 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,

March 7 th 2024	Fire Dept	1pm
June 6 th 2024	Recreation Dept	1pm
September 5 th 2024	Water Department Conference room	1pm
December 5 th 2024	Town Office Conference Room	1pm

E. Accident Reports (2024-Date)

2024 WC/Accident Claims Filed to Date - (1)

1. 2/19/2024 – Police – scraped & soreness on right hand left knee – no lost time

2024 Property/Liability Claims Filed to Date (1)

1. 12/26/2023 - Police - (Open) - Unknown (Personal Issue)

F. 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**

G. Department Reports

H. Other Business

I. Adjournment

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