



JOINT LOSS MANAGEMENT COMMITTEE MEETING AGENDA

JAFFREY FIRE STATION - 138 TURNPIKE ROAD

June 1, 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)

Derek Martel - Primex Advisor

C. Approval of Meeting Minutes

- Minutes of 03/02/2023 (*Motion/Vote*)

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

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 - Funds are available - need to schedule
- 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)
- Training Records and Reminder plan - Department Heads and HR
- Primex - Derek Martel will be joining us to review and advise us on DOL Compliance

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.