



**JOINT LOSS MANAGEMENT COMMITTEE MEETING AGENDA**  
**JAFFREY RECREATION DEPARTMENT – 31 HOWARD HILL ROAD**

**Thursday, September 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.)  
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 06/01/2023 (*Motion/Vote*)

**D. Accident Reports (2023-Date)**

2023 WC/Accident Claims Filed to Date - (6)

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

2023 Property/Liability Claims Filed to Date ()

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) – \$50,250
7. 8/18/2023 – Police – (Open) - \$58,250

**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

## **F. New Business**

- Linda Gleason Replacement
- 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 1<sup>st</sup> with December 31<sup>st</sup> for the deadline for completed trainings.

## **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.*