

**Town of Deerfield
Joint Loss Management Committee
Meeting Minutes May 23, 2013**

Location:

Emergency Management Room, upstairs at the George B. White Building,
8 Raymond Rd, Deerfield, NH.

Time:

9:00 am

Present:

Name/Title	Department	Management or Staff?
Evelyn DeCota	Library	Management
Denise Greig	Welfare & EM	Management
Kelly Roberts	Town Clerk/Tax Collector	Staff
Deb Treantefel	Parks & Recreation	Staff

Minutes:

Denise Greig made a motion to approve the minutes with typographical corrections from the JLMC March 21, 2013 meeting. 2nd by Evelyn DeCota. Motion approved.

2nd Quarter Inspection:

A subcommittee consisting of Kelly Roberts, Deb Treantefel and Chief Greeley performed inspections of the GBW Building, specifically the TC/TX Office; Building/Assessing Office; and Welfare/HR/IT/Town Administration Offices on April 18, 2013. The subcommittee indicated the following concerns per their checklists:

TC/TX Office:

- Public counters are in need of daily cleaning. No drinking water available in area; currently have to go to upstairs offices.

Building/Assessing Office

- Assessing's panic button is not working.

Welfare/HR/IT/Town Administration Offices:

- No issues detected. It was noted there is no hot water to clean utensils/coolers.

During the discussion of the panic button, current communications in Parks & Rec was addressed. Deb Treantefel will check with Chief Greeley and Joe Manzi re: 1) potential sources of funding; 2) options for additional comms in rear GBW Bldg and surrounding fields.

Training:

The Training Subcommittee (Deb, Denise, Kelly) has moved forward and via email offered safety info to employees on computer station ergonomics. A tentative calendar of monthly training topics was circulated and members will finalize plan. Jan Foisy has agreed that Primex safety bulletins can be circulated to employees as part of the ongoing training opportunities. During the discussion, it was agreed that the most efficient way to deliver the monthly alerts was to email the info to department heads so the alert could be placed in a safety binder kept in the department. All employees will have access to the binders. The binder will include the Safety Policy, the JLMC meeting& inspection calendar, JLMC members' contact info, evacuation maps, and monthly alerts. It may also have a calendar of trainings available from the Local Government Center and Primex.

Safety Policy

DOL has advised us that the Safety Summary Form is no longer required; however they recommend that the written safety policy be updated on a bi-annual basis. Next due date is January 1, 2014.

Other Business:

Fire drills are due this summer; Denise will follow up with Fire Chief. Discussion will also include tornado warnings. Other types of drills such as lockdown drills were raised and will be discussed with Chief Greeley.

Next Meeting/Inspection:

Safety Inspection - July 11, 2013

Regular Meeting – August 8, 2013

Adjournment

Evelyn DeCota moved to adjourn the meeting. 2nd by Denise Greig.