

Town of Deerfield
Joint Loss Management Committee
Minutes November, 14, 2013

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

Time: 9:15 am

Present:

Name/Title	Department	Management or Staff?
Kelly Ann Roberts	Town Clerk/Tax Collector	Staff
Evelyn DeCota	Librarian	Management
Denise Greig	Welfare Administrator	Management
Deb Treantafel	Parks & Recreation	Staff
Mike Greeley	Police Department	Management
Mark Tibbetts	Government Buildings/Fire Department	Management
Jan Foisy	HR/Finance	Management

Minutes: Denise Greig made a motion to approve the August 8, 2013, minutes. Second was made by Evelyn DeCota. Chief Greeley noted his name was misspelled in the 3rd paragraph. Motion approved with correction.

2014 Calendar Meetings/Inspections: The following meeting and inspections dates were tentatively agreed upon by committee members for 2014 as follows:

- February 20, 2014 – 1st Quarter Inspection
- March 20, 2014 – Regular Meeting
- April 17, 2014 – 2nd Quarter Inspection
- May 22, 2014 – Regular Meeting
- July 17, 2014 – 3rd Quarter Inspection
- August 21, 2014 – Regular Meeting
- October 16, 2014 – 4th Quarter Inspection
- November 13, 2014 – Regular Meeting

4th Quarter Safety Inspection Review: Inspections were completed on the Police Department and the Parks and Recreation Department. It was noted through inspections that the Police Department would benefit from less clutter, and that the cement walkway to the Parks and Recreation Department was a tripping hazard. Chief Greeley noted he has been working on organizing and cleaning the department.

1st Quarter 2014 Safety Inspection Sub-Committee: the Philbrick-James Library, Fire & Rescue, and the Town Hall are scheduled to be inspected on February 20, 2014, by Evelyn DeCota, Denise Greig, and Mark Tibbetts.

Training Sub-Committee Update & Discussion: Kelly Roberts discussed that she would like to see monthly educational safety bulletins on different safety concerns. She suggested that there be a brainstorming session to generate bulletin ideas in the future. She also mentioned that the Rescue Squad will be having CPR training on Sunday, November 24, 2013, and that employees are welcome to attend. For more details on the training, contact Cindy McHugh.

BOS Meeting 8/12/13 Recap: At the August 12, 2013, Board of Selectmen meeting, Kelly Roberts and Alex Cote spoke to the Board regarding safety concerns to take into consideration when working on the budget. Brought to their attention were the following concerns:

- The need for a transfer station bathroom;
- The cement sidewalk to the Parks & Recreation is a tripping hazard;
- Tiles in the entrance to the Police Department need to be replaced;
- Walkway to the Philbrick-James Library floods and ices over.

Discussion followed. Chief Greeley informed the committee that he has placed a carpet over the missing tiles in the entrance to the Police Department that have temporarily fixed the tripping risk. He noted that plans to replace the tiles should happen sometime this winter. Chief Greeley also informed the committee that there will be a smooth asphalt ramp to up to the main entrance to the Police Department, which also removes tripping hazards. Before the ramp, there was a step up to the entrance which raised tripping concerns.

Kelly Roberts inquired about the status of the Philbrick-James Library front entrance. Evelyn DeCota stated that the granite steps and the entrance to the library are being repaired, and that the damage under the steps was worse than initially anticipated, but is still expected to be fixed in the same amount of time. She also commented that the large granite columns are free standing columns. Kelly Roberts asked if the repairs would resolve the issues in the walkway that flood and ice over. Evelyn stated that it would not, that it was just the entrance steps and platform that are being fixed at this time. Kelly asked if the wooden boards would have to be placed over the flooded and/or iced over walkway again this year. Evelyn stated that more than likely they would so that patrons could pass through.

Safety Policy Update: Kelly discussed the current draft of the Safety Policy and its current edits. The committee reviewed the policy and made some final edits together.

After the last edits were made, Rick Pelletier made a motion to approve and submit the policy to the Board of Selectmen at their November 18, 2013 meeting, for their official adoption. Chief Greeley seconded the motion. Motion passed unanimously in favor.

Primex 3 Program: Kelly Roberts reviewed the Primex 3 Assessment form and updated the committee as to the status of the list. She reminded Department Heads to ensure that job descriptions exist for every position in their department(s).

Slip/Fall Training: Kelly Roberts announced that there will be a mandatory Slip, Trips & Falls training at the George B. White Building on December 10, 2013. At 9:00 am. The training will be presented by Primex.

Accident Statistic Data Review: Kelly established a privacy boundary for this part of the meeting, where she advised people that while reviewing accident statistic data that they:

- ✓ Refrain from using people's names;
- ✓ Speak in general terms;
- ✓ Not to identify any person regardless if the comments are positive or negative;
- ✓ If a person does identify a person, they will be promptly asked to leave the meeting.

The committee then proceeded to review real accident statistic data to track trends. It was noted that slip/falls were the most common accident. The committee hopes that the upcoming Slip, Trips & Falls training will help educate employees.

BOS Meeting Primex presentation reminder/invitation: Kelly Roberts announced that Primex is tentatively scheduled to give a presentation at the December 16, 2013 Board of Selectmen's meeting, and that everyone is invited should they want to go.

Other Business: None.

Next Inspection: February 20, 2013

Next Meeting: March 20, 2013

Adjournment: 11:00 am

Draft minutes transcribed by Kelly Ann Roberts. Minutes to be approved at next regular meeting.