

Town of Deerfield
Joint Loss Management Committee
Minutes May 22, 2014

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

Time: Meeting called to order at 9:20 am

Present:

Name/Title	Department	Management or Staff?
Michael Wright	Town Administration	Management
Evelyn DeCota	Philbrick-James Library	Management
Denny Greig	Welfare Administration	Management
Kelly Roberts	Town Clerk/Tax Collector	Staff

.....

Minutes: Reviewed minutes from the March 27, 2014, regular meeting. Denny Greig made a motion to approve the minutes as written, seconded by Evelyn DeCota. Motion passed.

MSDS Sheets: Michael Wright inquired about the status of MSDS sheets. Kelly Roberts stated that there are now binders for all the major departments containing applicable MSDS sheets. Denny Greig stated that within the next year or so the process for obtaining MSDS sheets will be streamlined through the launch of the Global Harmonization System.

2nd Quarter Inspection Review: Kelly Roberts reviewed the results of the 2nd quarter safety inspections of the Town Clerk/Tax Collector's Office, the Building and Assessing Departments, and HR/Town Admin/Finance/Welfare/IT departments. Items noted from the inspections are as follows:

Town Clerk/Tax Collector's Office:

- ✓ Panic buttons need to be tested by the Police Department. Michael Wright volunteered to follow up with the Police Department to schedule the testing.

Building & Assessing:

- ✓ 911 stickers are needed for the phones.

HR/Town Admin/Finance/Welfare/IT:

- ✓ Posters are needed around the George B. White Building for the AED machine that is located in the landing area upstairs outside of the Emergency Management Room.

Michael Wright noted that the glass to the AED machine was broken and would need to be replaced, as that could be a safety violation. Kelly will follow up with Mark Tibbetts to have him purchase a new piece of glass for the AED door.

3rd Quarter Safety Inspection: The next safety inspection will be on July 17, 2014. The Highway Department, Transfer Station, and Birch Rd Fire Station will be inspected. The safety inspection sub-committee members for these inspections are Mark Tibbetts, and Rick Pelletier. Kelly Roberts will follow up and invite Highway Agent Mark Young to these inspections.

Safety Training Update: Denny Greig stated that she will be sending out a safety bulletin to all departments concerning tick bite prevention. Kelly Roberts stated that she had been in contact with David Witham from Primex regarding scheduling an in-house training for later in the summer regarding workstation and office safety. Kelly suggested that we provide David with two dates that works best with the Town's schedule. Discussion regarding scheduling dates followed. It was decided that August 6, 2014, would be the first choice, and July 30, 2014, would be the second choice for training dates. Discussion followed about having the training at noon during lunchtime and having pizza and salad. Michael Wright suggested the possibility of having the training in the recessed area of the George B. White Building so that Steve Jamele, IT, could video record the session so that employees who are unable to attend can watch it at a later date.

Adjourn: Denny made a motion to adjourn, seconded by Evelyn DeCota. All were in favor, meeting adjourned at 9:45 am.

Next Inspection: July 17, 2014

Next Regular Meeting: August 21, 2014