

Town of Deerfield
Joint Loss Management Committee
Minutes March 27, 2014

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

Time: Meeting called to order at 9:10 am

Present:

Name/Title	Department	Management or Staff?
Mark Tibbetts	Government Buildings & Fire Department	Management
Evelyn DeCota	Philbrick-James Library	Management
Denny Greig	Welfare Administration	Management
Cindy McHugh	Rescue Squad	Management
Kelly Roberts	Town Clerk/Tax Collector	Staff

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Minutes: Reviewed minutes from the November 14, 2013, regular meeting. Denny Greig made a motion to approve the minutes as written, seconded by Kelly Roberts. Motion passed.

Prime3: Kelly Roberts spoke about the presentation given by David Witham and Jonathan Kipp, from PRIMEX, at the December 16, 2013, Board of Selectmen’s meeting, awarding the Town of Deerfield with a special Prime 3 designation. The Town was acknowledged for implementing ten risk management practices aimed at protecting employees, residents, and facilities. The designation illustrates the Town’s commitment to controlling costs through sound risk management practices. Attainment of the designation has resulted in a 2.5 % discount off of the contributions to Primex3 Worker’s Compensation and Property & Liability coverage contributions. The discount will be dispersed as follows:

- ✓ Workers Compensation January 1, 2014 – December 31, 2014 in the amount of \$649.00
- ✓ Property & Liability (July 1, 2014 – December 31, 2015 in the amount of \$1,973.00

Committee members discussed the designation. There was a general consensus to pursue future discount opportunities as/should they become available. Committee members also discussed the importance of maintaining our Prime3 status so that the Town could continue to receive the yearly discounts. Kelly Roberts offered to follow up and research what is required to maintain the status on a yearly basis and will report back at a future meeting.

1st Quarter Inspection Review: Kelly Roberts reviewed the results of the 1st quarter safety inspections of the Philbrick-James Library, the old Town Hall, and Fire Station (Church St location), as follows:

Philbrick-James Library:

- ✓ MSDS sheets were needed. Since the inspection, MSDS sheets have been gathered and placed in a manila folder in an accessible location at the Library.
- ✓ The fire extinguishers appeared to all have been expired. Mark Tibbetts stated that all of the Town's fire extinguishers will be re-inspected in July. Mark stated that the re-inspections of the fire extinguishers occur every July.
- ✓ It was noted that the outside of the Library is not adequately lit. Evelyn had addressed this issue in the proposed 2014 budget process, however, the Town Budget failed, and she is working off of a default budget. She will update the JLMC if and when she is able to address this issue while working within a default budget.

The Old Town Hall:

- ✓ MSDS sheets were needed. Since the inspection, MSDS sheets have been gathered and placed in a manila folder in an accessible location.
- ✓ Needs at least one fully stocked first aid kit onsite for events, functions, and elections.
- ✓ Needs two exit signs over the two big side doors on each side of the building.

Fire and Rescue Station:

- ✓ There were items on the back stairs that needed to be moved, however, since the inspection, the items have been removed and are no longer a safety concern.
- ✓ The parking lot of the Fire Station and Library were cited for being in really poor condition, with potholes, slip/fall concerns, snow/ice issues, pooling issues, and drainage issues. A lengthy discussion followed regarding the JLMC's role with this situation. While the JLMC has noted the issue regarding the parking lot for the record, it was a general consensus amongst the group that fixing the parking lot was beyond the scope of the committee's role and responsibility. Discussion followed about notifying the Board of Selectmen about the issues, but that they would need to address the issues through a potential warrant article, and possibly need to seek counsel from legal professionals, state agencies and officials (due to the run-off coming from Rte 107), and town engineers. Mark Tibbetts explained that in 2007 the parking lot was dug up, filled in with quality fill, and repaved. He said that it was better than it was before, and that there was an improvement, however, the potholes always come back and will always be an issue because of the location of the buildings, parking lot, as well as all the drainage running downhill. Kelly Roberts questioned whether the issue was worth pursuing as there did not appear to any obvious solution, and wondered if the JLMC, the Town, and the taxpayers would potentially waste their time and resources on an issue that will continually occur. After much

discussion, the group concluded to have Kelly communicate concerns to the Board of Selectmen, to help determine/clarify what, if any, the JLMC's role would be in this process.

2nd Quarter Inspection Sub-Committee: Kelly Roberts stated that back at the previous regular meeting on November of 2013, Mike Greeley had volunteered to do a couple of inspections. She wanted to know if the committee should leave the sub-committees as is, without him, or schedule another person to take his place. Denny Greig volunteered to take his place for the April 17, 2014 inspection, and that potentially, the new Police Chief could do the October 16, 2014 inspection.

MSDS Sheets: Kelly Roberts handed out folders for the various departments containing essential MSDS sheets. She explained that these were starters, and that it would be the responsibility of the Department Head to add or omit MSDS sheets as needed. Kelly explained the MSDS sheets stand for material safety data sheets, and contain necessary emergency safety and contact information should exposure of consumption occur. Kelly explained that the MSDS sheets should be:

- ✓ Placed in a public place within the department where all employees will have access to them.

Not having MSDS sheets could lead to a possible citation by the DOL, if they were to do an inspection. Denny spoke about the Global Harmonization Book that will be released within the next year or so, that will be a centralized book for all MSDS sheets. As of right now there is no centralized system for obtaining the sheets; they are usually printed off from the various manufacturer websites. The departmental folders containing the MSDS sheets will be a temporary solution until the Global Harmonization Book is released.

Safety Training Update: Kelly Roberts reminded everyone that they should be receiving the safety bulletins that Denny emails. The last safety bulletin was emailed on March 14, 2014, regarding safety of roadways. Safety bulletins are meant to be printed off and placed within the safety binders that are in each department. The purpose of the safety binders is to have all safety information in a convenient location accessible to all employees, especially those that do not have email and would need to see a hard copy. Denny Greig stated that she intends to email the safety bulletins every other month, so as not to run out of topics.

Kelly Roberts discussed how she thinks it is important to provide and offer ongoing safety training to employees, especially now that the Town has obtained Prime3 status. She noted that Primex offers several safety classes that are free with membership, and was interested in the, "Workstations and Offices: Accident and Prevention Techniques." She stated that office workers are often overlooked when it comes to safety training, and felt this would be a good opportunity for office personnel. Discussion followed. Cindy McHugh stated that we should also try to add an additional training, "Traffic Control Techniques – Fire Service," so that different types of employees are getting the training they need. Denny suggested that an "Active Shooter" training be provided to all employees, department heads and employees included. There was a consensus of the group to have Kelly Roberts pursue

potential training opportunities, to schedule the trainings for later in the summer, and to coordinate the trainings with the Town Administrator and the Board of Selectmen.

Other Business:

Reviewed email from a police department employee regarding questions concerning the bloodborne pathogen procedure for items/equipment that have been contaminated with blood and/or other bodily fluids. Discussion followed. General practice has included washing items in a bleach & water solution. Mark Tibbetts offered the use of the slop sink at the Fire Station (Church St) should the Police Department ever need to use it. There was a consensus of the Committee that anything further than the bleach and water solution, and the use of the Fire Station sink, was beyond the Committee's expertise and would refer the Police Department to the State Police, and/or the Police Academy.

Next Inspection: April 17, 2014

Next Regular Meeting: May 22, 2014