

GORHAM JOINT LOSS MANAGEMENT COMMITTEE

Meeting Minutes ~ December 7, 2017

***Members Present:** Buddy Holmes, Jeff Stewart, James Watkins, Denise Vallee, Mark Santos, Shaun Costine & Shelli Fortin.

***Call to Order:** The meeting was called to order by Buddy Holmes at 10:13am.

***Review and accept minutes:** The minutes from 9/7/17 were reviewed. Shaun Costine made a motion to accept as presented, James Watkins seconded. All members voted in favor.

***Old Business:**

Department Inspection Updates: Nothing to repost at this time.

Wellness: Shelli Fortin spoke about doing fruit baskets for each department. Shelli also spoke about creating a fitness challenge sometime in the January / February timeframe.

Appendix C Updates: PJ Cyr was not available to discuss. Denise Vallee would like to have place on the next agenda to review and accept the Town Safety Plan.

***New Business:**

Incident Report: Shaun Costine spoke about an incident where an EMT hurt their hand while folding up a ladder. Appropriate steps were taken and training took place on ladder safety. James Watkins spoke about an issue where a ladder fell off a fire truck. The conclusion was the ladder was placed incorrectly in the brackets. Training took place on the correct procedures.

Winter Season Safety: Denise Vallee asked if all departments had enough foot gear to prevent slipping on snow / ice. All department heads present said they had what they needed. Mark Santos asked about storing Narcan and AEDs in cold weather. Shaun Costine said that each item is not meant for cold and should be brought inside when not in use.

***Other Business:** Reminder about the parking ban which runs from November 15 to April 15. Shelli Forting suggested signage should be placed at all the town entry roads letting visitors know. Buddy Holmes will look into signage. Mark Santos asked about safety / evacuation plan at the Town Hall. He suggested there be a plan in place for each individual to escape from their normal work area if an incident occurred.

***Next Meeting:** Thursday, March 1, 2018. Meeting will take place at 10:00am at Gorham Town Hall 2nd floor conference room.

***Adjournment:** A motion to adjourn at 10:34am by James Watkins, seconded by Denise Vallee. All members voted in favor.