**Town of New Durham**

**Joint Loss Committee Meeting Minutes**

**Town Hall Conference Room**

**April 12, 2016**

**In attendance:** TA Scott Kinmond, SWF Supervisor Joe Bloskey, Fire Chief/BI Peter Varney, Recreation Director Nicole Hunter and Administrative Assistant Laura Zuzgo.

1. **Meeting was called to order:** TA Kinmond opened the meeting at 1:15 p.m., TA Kinmond thanked those in attendance for volunteering to restart the committee, and noted that we are department head heavy, which may need to be adjusted as we move forward. Chief Varney stated he would speak with his Firefighters to see if someone is interested in participating. TA Kinmond will ask the Board of Selectmen to appoint those in attendance and as we make changes we can have the board make the necessary adjustments.
2. **Election of officers**: Chief Varney nominated Joe Bloskey as Chairman, no other nominations. Supervisor Bloskey accepted the nomination and those in attendance all voted in the affirmative. TA. Kinmond nominated Nicole Hunter as Vice Chair, no other nominations. Director Hunter accepted the nomination and was voted in the affirmative. TA Kinmond offered to keep the meeting minutes and distribute them accordingly.
3. **Any Injuries reported**: TA Kinmond reported one back/neck injury due to firefighter lifting a patient who fell in the Fire Station restroom. 1st report filed, medical attention received. No loss of work. Chief Varney reported that handrails have been installed in the restroom to help avoid this issue in the future.
4. **2016 Meeting Schedule**: TA Kinmond advised the committee that the Department of Labor requires a minimum of quarterly meetings and 1-2 trainings offered to all staff. The committee agreed upon quarterly meetings the 2nd Tuesday at 1 PM, in April, July, September and December of 2016.
5. **2016 Training schedule/topic**. The committee discussed training options and several felt they it was needed to do a CPR/AED training. The committee also felt that there should be a AED at the SWF due to the number of people that use the facility. Chief Varney stated the cost is approx. $700-$800 for the unit. Currently FD has on apparatus, PD has 2 units, Town hall has 1, and Recreation has 2 (Beach & Ball field) Chief Varney will look into the maintenance check for the current units, as his are in a maintenance program at the FD and are checked and tested periodically.

The Committee selected May 11th or May 12th as dates for the training, Chief Varney has two (2) fire personnel certified to instruct CPR & AED and will check on their availability, books needed. The committee estimated 15-20 will attend. TA Kinmond said that usually this is a mandatory training held during the work day 12n-3:30-4p. During this training Town Hall would be closed, if the Board of Selectmen authorize the training.

1. **Other Business**: The committee discussed the DOL inspection report from 2014-2015. Chief Varney and AA Zuzgo thought that the re-inspection had been done and recommended corrections were made. TA will attempt to locate it so at the next meeting it can be reviewed. The committee decided that we will do facility inspections in the fall, and they will be done by the committee. TA Kinmond will obtain a check list form for self-inspections. The committee also felt that the Town Hall should have a evacuation plan, post and practice (Fire Drill.) Chief Varney mentioned that the Town Emergency Management Plan is in need of review and rewrite.
2. **Adjournment**: Chief Varney made motion to adjourn, AA Zuzgo seconded the motion, and unanimously passed. Meeting adjourned at 1:55 p.m.

**Next Meeting: July 12th, 2016 at 1 PM at Town Hall.**

Respectfully submitted,

Scott D. Kinmond

Town Administrator