**Town of New Durham**

**Joint Loss Management Committee**

**Meeting Minutes**

**April 25, 2017**

**Town Hall Conference Room**

**Present:** Scott Kinmond- TH, Leon Smith- DPW, Laura Zuzgo-TH, Amy Smith- PD, Peter Varney- FD. Absent: Nichole Hunter- Rec/Lib.

1. **Call Meeting to Order:** TA Kinmond called the meeting to order at 10:14 a.m.
2. **Minutes:** TA Kinmond distributed copies of the September 12, 2016 JLMC Meeting minutes. Those present reviewed them for errors or omissions. TA Kinmond made motion to accept the minutes as printed. Laura Zuzgo seconded the motion. The motion carried 5-0.
3. **Elect a chairperson and Vice Chairperson for 2017:** TA Kinmond Kinmond spoke of a mix of employee /supervisor for committee leadership. After some discussion, TA Kinmond nominated Leon Smith Chair, and Peter Varney Vice Chair for 2017. Laura Zurgo seconded the motion. Motion passed 3-0-2. Leon and Peter abstained, and accepted.
4. **Any Injuries reported:** TA Kinmond reported that there was one electrocution (FD) and one back injury report (denied by Primex.) Fire Chief Varney explained the incident and the steps the department has taken to review and rewrite of the SOG pertaining to response to Electrical Emergencies. TA Kinmond complimented the Chief in his review of the accident and steps taken. TA Kinmond reported the back-injury report was denied by Primex as being work related.
5. **Meeting Schedule for 2017:** The committee decided on the following dates for future meetings:
	1. **June 27th 10 a.**m.
	2. **September 26th 10 a.**m.
	3. **December 5th 10 a.**m.
	4. TA Kinmond advised he would post the meetings with a generic agenda.
6. **Training Schedule for 2017:** The committee discussed the spring training which was held on 4-6-17 and was on work place safety inspections and Nutrition 101- wellness. The committee settled on a Fall Training date of October 24th 11-1p. The committee decided the topic should be basic first aid. Laura mentioned the need to do fire drills as they have never had one.
7. **Facility Self Inspections:** The committee received the Facility Inspections from Highway, PD, FD and Library. TA Kinmond advised that he will get the Town Hall completed this week and will ask Dir. Hunter to do one for the Recreation Facility. Chair Smith asked the committee to review them and at the next meeting to discuss and compile all comments for the Board of Selectmen.
8. **Adjournment:** Chair Smith asked if there was any other business to be brought before the meeting. Amy Smith made a motion to adjourn, seconded by Laura Zuzgo. Motion passed 5-0.

**Next meeting 6-27-17 10 a.m., Town Hall Conference Room.**