

TOWN OF NEW DURHAM, NH

**JOINT LOSS MANAGEMENT COMMITTEE**

**Minutes: Meeting January 12, 2012**

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The Joint Loss Management Committee was called to order at 2:05 pm in the down stairs meeting room of Town Hall.

Members Present:

Carole Ingham	Town Clerk (Acting Chair)
Alison Webb	Administrative Consultant to Selectmen (Via Phone)
Leon Smith	Absent
Katie Woods	Police Department (Recording Secretary)
Peter Varney	Fire Chief
KG Lockwood	absent
Kellie Chase	absent

**Also present:**

Wynette Degroot      LGC

Old Business:

- ❖ Review minutes of December 8, 2011. A Webb made some corrections in the first paragraph, changing "that the regular members" to "than the regular members". A Webb also mentioned a couple of double spacing issues. K Woods will edit these changes.

New Business:

- ❖ C. Ingham stated she had the reports from the Highway Department on the 2 accidents that occurred in September of 2011 and December of 2011. The September accident stated that a Highway Department employee was removing a frame from the 1 ton truck, when he crushed his thumb and needed 7 stitches. The report stated that there were witnesses, but there were no witness statements. The report stated that to prevent this injury from happening again, lift rings should be installed on the plow frames.

The second accident in December stated that a Highway Department employee was changing a cutting blade on a plow, and while using an air gun on the bolt, he used his other hand under the bolt. The air gun slipped and screwed into his finger, splitting in open. This was also witnessed, but there was no witness statement with the report. K Woods asked if ambulances were called to either incident. P Varney stated no. K Woods said there is a form that was set up by the previous JLMC the first thing to do was to call the ambulance. A. Webb stated that she had seen

paperwork from April Whittaker with regards to these forms. The committee then discussed whether an ambulance needed to be called for minor incidents. P Varney stated what looked to be minor, could end up being serious in the long run if not looked at by qualified personnel. K. Woods also asked if either employee was wearing work gloves. A. Webb stated no.

Recommendations from JLMC committee include:

- a. Clearer definition of when an ambulance should be called
  - b. If employee does not want an ambulance, a town vehicle should be used to transport.
  - c. Safety gloves to be worn during this type of activity.
  - d. Follow up with witnesses and get written statements. (A. Webb)
  - e. Sign off form.
- ❖ Safety Policy: A Webb wanted to review changes in the Safety Policy. She sent the committee 2 sets of edits. Some were pulled in from the Bristol Policy and others were deleted. The other members stated that they haven't had time to review the changes, and it was agreed to wait until the April meeting to review the policy.
  - ❖ A. Webb stated that she has presented the BOS and the Budget Committee with the Building inspection sheets, and she believes they will budget for some of the issues such as the mold in the basement of the town hall. She also wanted to go through the recommendations from Lara Cole who did some air quality testing in the Town Hall and the Fire Department and the Highway Department. The Carbon Monoxide levels in the Fire Department were high. P. Varney stated he believed this was because of the pilots in the ovens. A. Webb stated that there is a smell of propane in the meeting room. Varney said that the tanks have been inspected and there are not any leaks. He said he can have Kevin Ruel come and inspect again to make sure. A. Webb said that would be appropriate, and we would need a report from him with the results of the inspection. CO2 levels were high in the FD and the Highway Department was also a little high, but the reason is not clear at this time.
  - ❖ Wynette Degroot asked if anyone that has health insurance had any questions on the Slice of Life program as there are new changes. Besides the \$75.00 for getting a physical, they will also offer \$25.00 for a physical with numbers, such as Blood Pressure, Cholesterol, etc. She would be happy to come and talk to the members about any questions they may have.
  - ❖ With no new business, C. Ingham made a motion to adjourn @ 3:00, K Woods seconded, all in favor.
  - ❖ Next Meeting is April 12, 2012 at 2:00 at the Town Hall.

Respectfully submitted:

Katie Woods