

TOWN OF NEW DURHAM
JOINT LOSS MANAGEMENT COMMITTEE MEETING
September 29, 2014
New Durham Town Hall

COMMITTEE MEMBERS PRESENT: Jeremy Bourgeois, Fire Chief MacCaffrie, Max Wirestone, Carole Ingham, and Leon Smith.

COMMITTEE MEMBER ABSENT: Reginald Meattey, (Bourgeois will check with the Rec. Dept.)

Leon Smith convened meeting at 2:05 PM.

MINUTES: Leon Smith made a motion, seconded by Carole Ingham, to accept the minutes of April 24, 2014. Motion passed.

Note: June 19th and September 25th meetings were cancelled because lack of a quorum.

WORKERS COMPENSATION CLAIMS OR INCIDENTS: Town Administrator Bourgeois reported that there were no incidents since the last JLMC meeting.

OLD BUSINESS:

1. Postponed the review of the **draft of the Health and Safety Program Guidelines.**

NEW BUSINESS:

1. Ingham was asked give a copy of the draft of the guidelines to Bourgeois and Smith.
2. MacCaffrie shared his knowledge of JLMC: In the other towns they reviewed each case, had three classes scheduled each year for the staff and had a JLM notebook in every building.
3. Bourgeois and Smith summarized the Dept of Safety Inspection. In two to three weeks we should have their report. The committee requested that another meeting is scheduled as soon as the Labor Dept. Inspection report comes.
4. Bourgeois and Smith shared the information on the JLMC annual inspection. Copies of the report will be included in the minutes and shared with the Department heads for the current budget process.
5. Ingham will check website and the JLMC notebook to verify that we have the lasted Lab 600 Rules 2013.
6. Next meeting is Monday, November 10, 2014 at 2:00 PM at the Town Hall. It was suggested again that Ingham asks for a reply when sending out the reminder of meetings from each department.

ADJOURN: Bourgeois made a motion, seconded by Ingham to the adjourn meeting at 3:15 PM. Motion passed.

Respectfully Submitted,
Carole Ingham