

Town of New Durham
Joint Loss Management Committee Meeting
New Durham Town Hall
Thursday, February 28, 2013

Present: Jeremy Bourgeois, Town Administrator
Kellie Chase, Recreation Dept.
Carole Ingham, Town Clerk/Tax Collector

Absent: Leon Smith, Highway Dept
Peter Varney, Fire Chief

I. Called to Order: at 2:00 PM.

II. Review of Minutes: Kellie Chase made a motion, seconded by Jeremy Bourgeois that the December 13, 2012 minutes be approved as written. Ingham, Bourgeois and Chase voted in favor. December 13, 2012 minutes approved as written.

III. Review of Accident/Injuries: There hasn't been any accident since the committee last met.

IV. Safety Policy: Carole Ingham reported that Terry Jarvis has agreed to help review the draft of the Safety Policy soon after the budget, town audit, town report and town meeting.

V. Election of new chairman: LAB 603.03 (C) Electing a chairperson, alternating between employee and employer representatives. Jeremy Bourgeois made a motion, seconded by Kellie Chase to nominate Leon Smith as chairman. Ingham, Bourgeois and Chase voted in favor.

VI. Dates for next year's meetings:

Wednesday, May 22, 2013 2PM

Thursday, Aug 22, 2013 2PM

Thursday, Dec 19, 2013 2PM

Annual Property Inspection dates to be announced at a later date.

VII. Old Business:

A. No draft of a Parade Guideline Policy yet.

B. No notebooks yet that contain blank incident forms for each town building.

C. Town Administrator Bourgeois did convey the JLMC concerns with the Board of the Selectmen about a safety concern.

VIII. New Business:

A. Jeremy Bourgeois will file the Safety Summary Form with the Dept of Labor. It was noted that the Department of Labor changed RSA 281-A:64. The changes take effect January 1, 2013. Employers who have a current (2011 or later) Safety Summary Form on file with the NH Dept. of Labor will not be required to file again. Employers which have not filed a Safety Summary Form since 2010 or have never filed a before are subject to the requirements of the revised law. After New Durham's 2012 Safety Summary Form is filed we will not have to file again.

B. Primex - NH Public Risk Management Exchange training information was share. Jeremy Bourgeois will distribute the information to Department Heads. Carole Ingham will arrange the "Joint Loss Management Committee Primer" training within the next few months.

VIII. Adjournment: Carole Ingham made a motion, seconded by Jeremy Bourgeois to adjourn at 2:17PM, all in favor.

Respectfully submitted,
Carole Ingham

APPROVED May 22, 2013