

TOWN OF NEW DURHAM
JOINT LOSS MANAGEMENT COMMITTEE MEETING
August 22, 2013
New Durham Library

COMMITTEE MEMBERS PRESENT: Leon Smith, Jeremy Bourgeois, Peter Varney, Max Wirestone, Reginald Meatley and Carole Ingham.

COMMITTEE MEMBER ABSENT: Excused Kellie Chase

Leon Smith convened meeting at 2:05 PM.

MINUTES: After correcting 3 spelling/typing errors (happened, piercing, schedule) Jeremy Bourgeois made a motion, seconded by Carole Ingham, to accept the minutes of June 6, as amended. Vote passed. Max Wirestone abstained from voting.

WORKERS COMPENSATION CLAIMS:

- 1) Occurrence 2013-1: The Committee again discussed the April 15, 2013 firefighter claim. Chief Varney shared information from Blanchart Mfg., Inc of Harper, Kansas. The information included a photocopy of a warning label and a letter of instructions that may have been over looked when the Town purchased the BEAST tool. The Fire Department is waiting for the permanent label to put it on the tool. The information from Blanchart Mfg., Inc will be included with these minutes.
- 2) Occurrence 2013-2: Employee was stung by a bee/hornet. The committee felt that there was no specific prevention remedy to offer, except suggesting that town property be inspected for wasp/bee hives.
- 3) Occurrence 2013-3: Employee twisted right knee on June 18th. The information provided was brief and the committee felt it needed more information.

OLD BUSINESS:

- 1) The committee asked if Town Administrator Bourgeois would follow up with the time frame for the annual inspection sub-committee. Chief Varney requested that the all department be giving a copy of the report and Ingham state that the annual inspection report is on the JLMC web site included with the minutes.
- 2) Ingham reported that she and Terry Jarvis did meeting to work on the some of the revisions of the JLMC policy and that Terry was adding the changes.

NEW BUSINESS:

- 1) The committee agreed to change their procedure when reviewing the workers compensation claims. TA Bourgeois will not photocopy anything, but he will instead bring the files and summarize the information and answer questions from the files.
- 2) The committee had a discussion about Lab 603.02 that states that employers with more than 20 employees shall have a minimum of 4 members; composed of equal numbers of employer and employee representatives. The committee tabled that motion to change the make-up existing members.
- 3) The committee discussed employee safety during and after normal working hours at the Library, Town Hall and Police Station.

NEXT MEETING: Thursday, December 19, 2013 at 2:00 PM at the library.

ADJOURN: Jeremy Bourgeois made a motion, seconded by Leon Smith, to adjourn the meeting at 3:15 PM. All were in favor. Motion passed.

Respectfully Submitted,
Carole Ingham