Town of North Hampton, New Hampshire

**Joint Loss safety committee**

**APPROVED minutes**

**June 24, 2013 11:00 AM**

Executive conference room

1. **Call to Order**

Chair Kevin Kelley called the meeting to order at 11:08 AM. Those in attendance were: Dennis Cote, Susan Buchanan, Robert Acres, Michael Tully, John Hubbard, Jeffrey Barnes, Thomas McCormick, Brian Page, Janet Facella.

1. **New Business**

2.1 Approval of Minutes from 04/30/2013

**Motion by Mr. Kelley to approve the minutes of April 30, 2013. Seconded by Mr. Tully. Motion carries 7-0.**

***(Secretary’s Note: Mrs. Buchanan, Mr. Hubbard and Mr. Barnes were absent from the April 30, 2013 meeting, so therefore were unable to vote on the motion.)***

2.2 Committee Nominations

**Motion by Mr. Tully to nominate Mr. Kelley as Chair of the Joint Loss Safety Committee. No second. Motion fails. Mr. Kelley stated that he would respectfully decline.**

**Motion by Chief Page to nominate Mr. Tully as Chair of the Joint Loss Safety Committee. Seconded by Mr. Kelley. Motion carries 9-0, with Mr. Tully abstaining.**

2.3 General Discussion

Chair Tully stated that the first order of business should be to set goals as well as a policy statement. Mr. Tully suggested integrating the statement he had written with the current adopted statement.

Chief Cote suggested adding the wording on the last bullet point under “Conducting Committee Business” to read “Committee members will be paid per the Collective Bargaining Agreement for all time spent on the committee.”

**Motion by Chief Page that all members present continue to serve on the Joint Loss Safety Committee. Seconded by Chief Cote. Motion carries 10-0.**

Chair Tully suggested that the committee begin to look at on the job injuries and what the root cause of the injuries are. Suggestions to provide training to prevent further injuries was also discussed.

Chief Page suggested forming a subcommittee comprised of the Department Head, Chair of the Joint Loss Safety Committee and the Code Enforcement Officer to handle investigations into injuries.

Mr. Barnes and Mr. McCormick agreed with the Chief and the need for this subcommittee.

**Motion by Chief Page to establish a subcommittee comprised of the Department Head of each department, the Chair of the Joint Loss Management Committee, and the Code Enforcement Officer. Seconded by Mr. McCormick. Motion carries 10-0.**

Chair Tully suggested the committee should tour one town facility at each meeting in order to take note of issues within the buildings.

Mr. Barnes asked if the committee noted a problem with a building, when and how can it be fixed with the current budget situation.

Chair Tully stated that although there is no law that states the town has to fix something the committee suggests, usually a letter to the Department of Labor from the Joint Loss Management Committee will result in swift action if the town doesn’t work with the Safety Committee.

Lock out/tag out procedures were discussed for each department, and the need to buy equipment that is equipped with this feature.

Mr. Hubbard asked that all building maintenance issues go through the Public Works Department, after going through the proper chain of command.

Mr. McCormick stated that he has been in contact with Bay Ring Communications in reference to the “ring down” line at the Police Station. He further stated that he would suggest taking out the “FOB” key system in the town offices and replace it with a key lock.

Mr. McCormick asked that department head’s provide the past two years worth of injuries from their departments.

Chair Tully stated that the next Joint Loss Management Committee will be on September 4, 2013 at 11:00 AM in the Executive Conference Room.

1. **Adjournment**

**Motion by Mr. Kelley to adjourn the meeting at 12:15 PM. Seconded by Chief Page. All in favor. Meeting adjourned.**

Respectfully submitted,

Janet L. Facella, Administrative Assistant