

**DRAFT**

**Town of Sandown, NH  
Joint Loss Management Committee**

**Meeting Date: Wednesday, October 24, 2012**

**Type of Meeting: Regularly Scheduled**

**Method of Notification: Public Posting ~ Town Hall, Post Office and website**

**Meeting Location: Sandown Town Hall**

**Present: Chairman Joseph Gordon, Michelle Short, Ronald DuLong, Paula Gulla.**

**Absent: Selectwoman Liaison Brenda Copp**

Chair, Joe Gordon opened the meeting at 1:09pm

**New Business**

**Appointment Sheets**

Town Clerk, Michelle Short, renewed Chief Gordon's appointment to the committee by swearing him in.

**Old Business**

**Approval of Minutes**

MOTION by Michelle Short to approve the 04/11/12 minutes as written; 2<sup>nd</sup> by Ron DuLong Short

MOTION PASSED UNANIMOUSLY

**Self Inspection Checklists**

The committee discussed the fact that there are outstanding checklists that have not yet been returned by several departments. During the discussion it was noted that maybe there is a way to shorten the paperwork for this item. The committee agreed to forward the previously completed self inspection checklist to departments along with a list of deficiencies and ask the department head to note any corrections to the deficiencies mark any new information and sign off on a sheet for that year. This should eliminate the need to complete the checklist from start to finish each and every year.

Regarding the library, it was noted that they should be taking care of the inside of the building and noting any potential safety hazards on the outside of the building. But the town is responsible for correcting any of those hazards. This committee will ask the library to forward a copy of their self-inspection checklist to our committee and this way everything will be coordinated.

49  
50  
51  
52  
53  
54  
55  
56  
57  
58  
59  
60  
61  
62  
63  
64  
65  
66  
67  
68  
69  
70  
71  
72  
73  
74  
75  
76  
77  
78  
79  
80  
81  
82  
83  
84

**Testing of Panic Buttons**

The committee discussed scheduling another testing of the panic buttons for those departments that have them. Testing will be scheduled for the following day.

**Monitored Fire System**

Mention was made that a warrant article will be going on the warrant for this election to purchase and install a monitored fire system in the town hall. The Selectmen’s office is currently obtaining quotes. A suggestion was made by Chief Gordon to use the telephone line and have the monitoring go directly to Rockingham Dispatch who could then notify the fire department.

**Joint Loss Management Committee Information**

A Local Government Center article on Joint Loss Management Committees was distributed to committee members. The article covers suggested meeting topics, timelines and responsibilities. Along with that information from the Department of Labor laws was include that outline the committee makeup, purpose, responsibilities etc. This material will be discussed at a future meeting.

The next meeting of the Joint Loss Management Committee is scheduled for Wednesday, November 14, 2012 at 9:00 am.

Meeting adjourned at 1:34 pm

Respectfully submitted,

Paula M. Gulla  
Recording Secretary