

DRAFT

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

Meeting Date: Wednesday, December 19, 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 9:01 am

Approval of Minutes

Motion by Michelle Short to approve the 11/28/12 minutes as written

Second by Ron Dulong

MOTION PASSED UNANIMOUSLY

Workplace injury information has been requested from the Office Manger, Lynne Blaisdell for the previous 2 years.

The Department of Labor result of the audit has not been received by the Selectmen's Office.

New Business

Goals for 2013

Streamlined Self-Inspection Checklist & Deficiency Resolution

The committee reviewed a draft form that is designed to assist Department Heads in supplying updates to their self-inspection checklists and allow them to inform the committee of any new deficiencies. The committee agreed to use this form for a 5 year period in place of yearly self-inspection checklists. After the 5 year period, a new self-inspection checklist will be completed.

The committee agreed to send these out to Department Heads at the beginning of 2013 and ask for their return prior to the committee's first quarterly meeting in March 2013.

Revised and Updated Safety Policy

The committee will discuss and possibly revise the current safety policy for 2013. The current policy is out of date, very lengthy and many towns now have a more concise policy. Sample policies from other towns will be distributed to the committee members and this will be discussed at a future meeting in 2013.

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47 All employees should sign off that they have received a copy of the current safety policy and it is
48 uncertain if all employees have done so. Therefore, the committee may use the opportunity to
49 revise the policy and have all employees then receive a copy.

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51 **Training for Employees in workplace safety**

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53 Committee members will review the requirements of both committee and employee training
54 requirements for 2013 and make any necessary suggestions. Both Local Government Center and
55 other agencies such as Primex offer free training sessions. It was also noted that many
56 departments may already be offering training to their employees but that information has not
57 been compiled and logged by the committee. This will be investigated and department heads will
58 be contacted regarding any training that may have occurred in their departments.

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60 **Old Business**

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62 **Review and approval of Deficiency Checklist and Implementation Date**

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64 This was discussed earlier in the meeting – see notes above.

65

66 **Update on Panic Button Testing**

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68 The slight issues are in still present and Chief Gordon continues to work with the Department
69 Head to resolve those issues.

70

71 **Monitored Fire Alarm for Town Hall**

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73 The committee discussed a current warrant article that would seek to purchase and install a
74 monitored fire alarm system for the Town Hall. The quotes range in the \$16,000 range.
75 Comments had been made at a recent Selectmen meeting that it may not be beneficial to install a
76 monitored system since the building is so old and flammable that the system may be ineffective
77 because the building would burn very quickly. Ron DuLong suggested an alternate reason for
78 having a more sophisticated system is that a fire could start in a remote part of the building and
79 those occupying the building would not be aware of the problem for some time. Therefore he
80 suggested the Selectmen look at a wireless alarm system that involves several units that
81 communicate with each other. If smoke or fire is detected in any part of the building, then all
82 alarms would sound. This is beneficial to alert anyone in the building in a timely manner of a
83 problem and the costs would also be drastically reduced – these units are in the range of \$20 -
84 \$30 each.

85

86 **Coordination with Library JLMC**

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88 The committee members suggested that our committee coordinate information with the Library
89 JLMC since the building is a town-owned building but operated by the Library Trustees. A
90 suggestion was made to review minutes of both committees to see if there are any relative issues.

91

92 The committee will resume meeting in March of 2013 with a date and time to be announced.

93

94 MOTION by Michelle Short to adjourn

95 SECOND by Ron DuLong

96 MOTION PASSED UNANIMOUSLY

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98 Meeting adjourned at 9:28am

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100 Respectfully submitted,

101

102 Paula M. Gulla

103 Recording Secretary