

DRAFT

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

Meeting Date: Wednesday, March 13, 2013

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 8.55 am

Approval of Minutes

Motion by Michelle Short to approve the 12/1912 minutes as written

Second by Ron Dulong

MOTION PASSED UNANIMOUSLY

New Business

Re-appointment of JLMC members

Michelle Short swore in the members of the JLMC for another year. The Board of Selectmen approved the re-appointments at their meeting on 2/25/13.

There will be no change to the positions of Chair, Vice Chair or Recording Secretary.

RSA 281-A:64 and the Library JLMC

There has been a change in the law which now effectively eliminates the need for the Library to have their own JLMC. LGC was contacted and Atty Chris Fillmore stated the easiest course of action is for this JLMC to begin to evaluate the Library again. A representative from the Library on the JLMC would be a good solution. The possibility exists that the Library can perform their own site visits and forward the information to the JLMC. The Library Director will discuss all of these options with the Trustees and get back to the JLMC.

Review of Worker's Compensation Injury Info

The JLMC reviewed and discussed the worker's compensation injury information for the past 2 years. There did not appear any apparent trend or any particular department that had injuries that were repetitive or seemed to need addressing from a safety viewpoint. The committee agreed that they will request this information on a yearly basis and watch for trends.

Old Business

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Deficiency Logs

The committee reviewed the draft letter and deficiency log which will be sent to each Department Head whose department occupies a government building. The new form allows those Department Heads to follow up on existing deficiencies and report new deficiencies to the JLMC without the need to complete the annual self-inspection safety checklist. Several suggestions were made and the completed form will be drafted and sent to all appropriate Department Heads to be returned to the committee by June 30, 2013.

The committee will review this information on an annual basis and will ask departments to complete a full self-inspection safety checklist every 5 years.

Recreation Building Inspection

Ron DuLong stated that the Recreation Commission had a security test and a fire test excluding the alarm system and the test was successful with no deficiencies. The alarm will be tested in the near future.

The committee began a discussion about the possible need for additional safety measures to be put into place for employees and for gatherings at the town hall in the light of some of the recent tragedies that have taken place. Chief Gordon noted the additional measures that are now required at the schools and felt that this subject may need further discussion around the Town Hall events and Recreation building events, especially those involving children. Ron DuLong explained that the counselors and campers are subject to training and lock down procedures for the Summer Recreation Program. Employee training may be a benefit to all town employees in this area and both Primex and LGC will be contacted to see what training may be available.

This item will be discussed in depth at the next meeting.

The next meeting is scheduled for Wednesday, July 3, 2013 at 9:00 am.

MOTION by Chief Gordon to adjourn

SECOND by Ron DuLong

MOTION PASSED UNANIMOUSLY

Meeting adjourned at 9:38am

Respectfully submitted,

Paula M. Gulla
Recording Secretary