

**DRAFT**

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

**Meeting Date: Wednesday, November 6, 2013**

**Type of Meeting: Regularly Scheduled**

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

**Meeting Location:** Sandown Town Hall

**Present:** Michelle Short, Ronald DuLong, Paula Gulla.

**Absent:** Chairman Joseph Gordon

**Approval of Minutes**

MOTION by Michelle Short to accept the minutes of July 3, 2013 and September 18, 2013 as written

SECOND by Ron DuLong

MOTION PASSED UNANIMOUSLY

Michelle pointed out in the 7/3/13 minutes there was mention of some confusion noted in the Library discrepancy log between information provided by the LGC safety survey and information provided by the Fire Chief. This will be discussed and reviewed at the next meeting.

**New Business**

**Primex training follow-up recommendations**

Members reviewed recommendations made by David Witham from Primex as a result of the committees refresher training held on September 18<sup>th</sup> of this year. Basically Mr. Witham stated the committee is meeting its obligations but recommended the committee include a representative from the Highway Department and the Fire Department since the represent key work activities and should have representation on the committee.

The committee suggested Mike Devine be invited to join the committee since he works on the Highway Department and is a Deputy Chief on the Fire Department. This way he could provide information on both departments. A formal invitation letter will be sent to Mike Devine, however, the committee has received a verbal acceptance from Mike already.

MOTION by Michelle Short to accept Mike Devine as a Joint Loss Management Committee member

SECOND by Ron DuLong

MOTION PASSED UNANIMOUSLY

Mr. Witham made a second recommendation to expand the town's written safety program to include more job/task specific policies. Michelle has been researching other towns' policies and brought several examples to the meeting. The committee decided that this item will be researched further and discussed at a meeting in 2014.

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Mr. Witham also suggested the JLMC review workplace loss data and create a separate accident/incident report form in addition to the first report of injury form. Mr. Witham sent an example and the committee reviewed and discussed several options but consensus was not to implement this form at this time. The reasoning is that the first report of injury contains most of the information needed. Also after the training, Mr. Witham set up access for the committee to review the workplace accident information on-line and most of the information that would be asked on the new accident/incident report is ultimately posted to the on-line database. The committee felt access to a redacted copy of the first report of injury and the on-line information was sufficient at this time.

**Review of Workplace Injuries for 2013**

The committee reviewed the on-line information and at first glance it was noted that the injuries for 2013 were limited to 2 departments that have hazardous duties in general. At first glance, no injuries looked like they were preventable and the committee will continue to review this information at each meeting.

**Bi-Annual Safety Summaries**

Effective January 1, 2013, changes were made to RSA 281-A:64 that effectively eliminate the need for this JLMC to file any more Safety Summary Forms.

**Old Business**

**Wireless Fire Alarms – Town Hall**

Ron DuLong explained how the new wireless smoke detectors will work and how they will be placed at the Town Hall. This will not be a monitored system at this time however, in the future there may be the possibility of having these detectors tied into the current alarm system so that the building will be monitored for fire. The main benefit of these detectors is that should a fire break out in one part of the building, all occupants will hear the alarm in all sections of the building.

MOTION by Michelle Short to adjourn the meeting

SECOND by Ron DuLong

MOTION PASSED UNANIMOUSLY

The meeting adjourned at 9:51 am.

Respectfully submitted,

Paula M. Gulla  
Recording Secretary