

**DRAFT**

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

**Meeting Date: Wednesday, April 9, 2014**

**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, Ronald DuLong, Mike Devine, Paula Gulla, Selectman Liaison Jim Devine.

**Absent:** Michelle Short

Chair, Joe Gordon opened the meeting at 9:03 am

**Swearing in of Members**

Selectman Liaison Jim Devine swore in the following returning members: Chief Gordon, Ron DuLong, Paula Gulla and he swore in new member Mike Devine.

**Approval of Minutes**

Motion by Ron DuLong to approve the 11/6/13 minutes as written.

Second by Joe Gordon.

MOTION PASSED with ayes from Joe Gordon, Ron DuLong and Paula Gulla and an abstention from Mike Devine.

**New Business**

**Committee Membership and Library Participation**

The committee discussed bringing in Kirsten Rundquist Corbett, Library Director onto the committee. The membership should consist of equal membership from both management and employees. The committee is currently in need of one more person to fill representation on the management side in order to be compliant with state requirements. Kirsten verbally agreed during a phone conversation with Paula.

MOTION by Paula Gulla to recommend Kirsten Rundquist Corbett as a new member of the Joint Loss Management Committee

SECOND by Ron DuLong

MOTION PASSED UNANIMOUSLY

The Board of Selectmen will be asked to appoint Ms. Corbett as a new member and a welcome letter will be sent to her along with materials to review.

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**Review of Workplace Injuries – 2014**

The committee reviewed worker’s compensation injury reports from 1/1/14 to present. There were 2 claims on file. One claim involved an injury from a file cabinet issue and that risk has now been alleviated and the unsafe situation was corrected that day. That case is now closed. The second claim involved an outdoor slip and fall on an icy surface and that department head should review any additional non-skid safety footwear that can be used to prevent any future occurrences. That claim remains open at this time.

**Discussion on Safety Policy Update**

The committee decided to table the discussion until Michelle and Kirsten could join the discussion on the new safety policy.

However, the committee did focus a discussion on the employee training component. Jim Devine relayed an incident that occurred at the library and suggested employees should be trained in de-escalating a potentially volatile situation. Chief Gordon suggested the police could assist with the training in that area.

Different types of training were discussed including a refresher on fire extinguisher training, fire safety and evacuation strategy. Mike Devine will speak to Chief Tapley about providing the training. The committee talked about the balance for employees of attempting to solve the problem versus evacuation as the best alternative and knowing when to use each strategy. Especially in the case of fire, this judgment call could make a critical difference to life safety. Ron suggested that a list of employee training topics be compiled.

This topic will be discussed again on the next agenda.

In the interim, Chief Gordon will begin to draft a policy on several of the topics mentioned during the discussion and have an initial policy for the next meeting for the committee’s review.

**Old Business**

**Follow up on 7/3/13 discrepancy regarding Library safety**

A discrepancy was pointed out between the information provided in a safety survey performed by Local Government Center and information provided by our Fire Chief. LGC has stated the furnace at the library is not fully enclosed with fire-rated material, however, our Fire Chief stated it does comply with the fire laws and no additional work is needed. The committee reviewed the information and suggested that Chief Tapley review and provide a more detailed explanation on the situation. The information will be provided to Chief Tapley and a follow up will be presented at the next meeting.

A second discrepancy was pointed out regarding the foyer in the lower level where the interior doors and the egress doors meet. LGC stated the interior doors do not swing in the correct direction, however, Primex has stated they do swing in the correct direction. It was suggested that Bob Bogosh, Building Inspector or Paul D’Amore, Asst. Building Inspector should view the area and make a determination. Mr. D’Amore is a firefighter as well, so he should be able to look

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100 at the area from both viewpoints of building and fire safety. They will both be contacted and a  
101 follow up will be presented at the next meeting. Kirsten Corbett will be informed of this as well.

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103 **Status of Wireless Fire Alarms – Town Hall**

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105 Ron DuLong gave an update to the status of the wireless fire alarm purchase and installation at  
106 Town Hall. A successful test was made with 2 of the units however, to completely furnish the  
107 building with the proper amount of detectors an additional 12-15 units need to be purchased at a  
108 cost of approximately \$40.00 per unit. Since we are on a default budget, it is uncertain if this  
109 item is still in the budget for this year. Paula will check with Lynne Blaisdell, Town  
110 Administrator to see the status of this item and a follow up will be presented at the next meeting.

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112 **Next Meeting Date and Time**

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114 The committee will meet again on Wednesday, June 11, 2014 at 9:15 am.

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116 MOTION by Ron DuLong to adjourn the meeting

117 SECOND by Paula Gulla

118 MOTION PASSED UNANIMOUSLY

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120 Meeting adjourned at 10:15am

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122 Respectfully submitted,

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125 Paula M. Gulla

126 Recording Secretary