

DRAFT

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

Meeting Date: Wednesday, June 3, 2015

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, Mike Devine, Paula Gulla and Kirsten Rundquist Corbett

Absent: Ron DuLong and Selectman Liaison Jim Devine

Chairman Gordon opened the meeting at 10:49 am

Approval of Minutes

MOTION by Kirsten Corbett to approve the minutes of 05/13/15 as written

SECOND by Mike Devine

MOTION PASSED (4-0-1)

Old Business

Evacuation Plan

The Board of Selectmen approved the Town Hall evacuation plan with several revisions. Two lines were added to the document which stated to call 9-1-1 after exiting the building and a notation not to enter the building until given the okay from the acting commander. The committee was fine with those revisions.

A discussion began about the statement that employees would be removing any cash and bank bags from the office and keeping them on their person during the emergency. Chief Gordon advised against this practice for many reasons, but primarily to maintain the safety of the town employees by not carrying large amounts of cash or checks on their person. Suggestions were made to leave the cash and checks in the safe and lock it on the way out the door. Also, the insurance company policy will be checked to see if cash is covered in the event of a loss. Mike agreed to see if he could find out if the Town Clerk's vault is truly fireproof and that the contents would remain intact in the event of fire/water damage.

This item will be discussed at the next meeting and if future revisions are made, those will be brought back to the Board of Selectmen for approval.

The committee questioned what is in place in all the other town buildings and contact will be made with the Department Heads of those buildings to ensure an evacuation plan is in place. Similar versions could be drafted for review at the next meeting.

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Status of Self-Inspection Checklists

Self-inspection checklists were received from the Highway Department, Transfer Station and the Train Depot. There was a question as to whether an AED is in place at the Transfer Station and this will be confirmed and discussed at the next meeting. The Train Depot noted the lack of a first aid kit and one will be supplied to them with the understanding that the Historical Society will refill it from that point on.

Consensus is that these self-inspection checklists are fine and no follow up or other action is required.

Review of Worker’s Compensation Data

There were no new claims to review and one existing open claim has since been closed.

Review of Draft Safety Policy

A draft policy has been compiled from various other towns’ policies and it will be reviewed by the committee members and discussed at the next meeting.

Next meeting

The committee scheduled the next meeting for 9/2/15 at 10:45 am. The meeting will begin with a brief business meeting to discuss the draft safety policy and then a site visit will be done at the Highway Garage.

MOTION by Michelle Short to adjourn the meeting
SECOND by Kirsten Corbett

MOTION PASSED UNANIMOUSLY

The meeting adjourned at 11:37am

Respectfully submitted,

Paula M. Gulla
Recording Secretary