Present: Walter Johnson, Town Administrator; Norm O’Neil, Human Resources Manager; Dan Sturgeon, Recreation Department; Scott Sorell, DPW; Chief, John Monaghan, Police Department; Ken Filpula, Transfer Station, Carol Fucarile, Town Hall;

Absent: Kelly Marsh Fire Department. Guest: Rick Alpers

Call to order @ 9:04 AM

Approval of Minutes of previous meeting: Approval moved by Walter, 2nd Chief Monaghan; All in favor.

Business:

The only incident reviewed was a recreation counselor pulled off the stage and injured foot. It occurred on a Friday and was not reported until the following Monday No medical treatment was received. Recreation will review incident reporting as apart of next year’s orientation.

Incident Reporting Forms – location and content. Several different forms are used depending on the department. Norm will look to standardize one form based on the information we need to report from NHDOL First report of Injury Form and Notice of Accidental Injury forms. Once accepted by JLMC we can place it on a location that can be accessed by all departments.

Old/Standing Items:

The JLMC reviewed the status of the Prime Member Self-Assessment. The main components that are outstanding are #1 loss Experience Benchmarks to be established by Primex (Rick Alpers), #3 Updating the Revision to our Written Safety plan (Norm & Kelly); and #6 Approval of the Draft Slip, Trip and Falls Prevention Policy. Our goal is to complete all at the next meeting to recommend approval to the Select Board.

Building Inspection Status – Inspections are completed. Walter will review them at the next department head team meeting.

Health & Safety Fair & Flu Shot Clinic 9/21; 9-11 am, @ PSB – Dan will do a save the date flyer, Carol will make a list of food for Walter to pick up. Norm will do a Questionnaire to be completed by employees so they can be entered into a drawing for a prize of prizes TBD. Both Primex and HealthTrust will have representatives there.

Review & Update Current Written Safety Program – update awaiting some comments from Kelly. We will plan to circulate it prior to the next meeting so we can review it and make a recommendation to the Select Board.

Informational Items: Primex – Upcoming Training Calendar was reviewed. The Police Department is working with Primex to be a host for a regional Police simulation training site in October. This will allow them to have first choice for available slots in the training simulator.

Police is working on active shooter training for Town employees. Chief Monaghan noted it would likely be best to train employees at their work location. He will speak with Sgt. Boucher and look to begin the training at Town Hall before the fall. It was also noted that during facility inspections several individuals pointed out that emergency call buttons were not always conveniently located and our memo for how to use them and respond was out of date.
Walter also noted that he was waiting on some information from Kelly on teaching CPR/AED.

Finally it was noted that some of our Fire Extinguishers were out of date as noted in the facility inspections. There was discussion as to whether we have trained fire department staff who can conduct the inspections or not.

Next meeting, scheduled for October 16th at 9:00 AM at the Town Hall, Ernest Davis Room.

A motion to adjourn was made by Dan and seconded by Carol; all in favor.