

Town of Deerfield
 Joint Loss Management Committee
 Meeting Minutes February 23, 2012

Location:

Emergency Management Room, upstairs at the George B. White Building,
 8 Raymond Rd, Deerfield, NH.

Time:

Called to order by Kelly Roberts at 9:14 am

Present:

Name/Title	Department	Management or Staff?
Evelyn DeCota, Director	Philbrick-James Library	Management
Kelly Ann Roberts, Deputy Town Clerk/Tax Collector	Town Clerk/Tax Collector	Staff
Debbie Treantafel, Parks & Recreation Secretary	Parks & Rec	Staff
Mark Tibbetts, Fire Chief/Facility Manager	Fire/Govt. Bldg	Management
Leslie Boswak, Town Administrator	Town Administration	Management
Cynthia McHugh, Captain	Rescue/Animal Control	Management
Richard Pelletier, Building Inspector, Code Enforcement, Manager of Transfer Station	Building Inspection; Transfer Station	Management

Safety Plan Review: Leslie Boswak requested that the safety policy be e-mailed to all members for their review. Debbie Treantafel offered to help edit the document.

First Aid/CPR Emergency Volunteers: At Denny Grieg's suggestion, Kelly Roberts asked for members of staff and management who are CPR trained to volunteer to be added to a "call list" in the event of an emergency. Leslie Boswak suggested that an appendix with these names be added to the Safety Policy. The safety policy will need to be updated every two years.

The following members offered to be included on this list:

- Kevin Barry
- Leslie Boswak
- Denny Grieg
- Cindy McHugh
- Kelly Roberts
- Mark Tibbetts
- Debbie Treantafel

John Dubiansky is organizing CPR training for March 12 and/or 19 for anyone who needs to update their certification.

Departmental Safety Inspection Checklist Review: It was suggested that inspection items that would require expenditures be noted for budget planning for FY 2013. Additional drinking water and hand sanitizers were discussed. Outstanding checklists from Fire, Rescue, Police and Government Buildings need to be sent to Kelly Roberts for inclusion in the Safety Policy document.

1st Quarter Inspection Sub-Committee: The subcommittee will consist of Denny Grieg, Debbie Treantafel, Evelyn DeCota, and Mark Tibbetts. This sub-committee will inspect the Philbrick-James Library and the Fire/Rescue facility on Church Street. This inspection is scheduled for Thursday, March 29, 2012 at 9 AM. A clipboard along with a scripted minutes page and the departmental checklists will be provided. Using the Notes for Improvement section of each checklist will help develop an action checklist for future use by the department being inspected. Further quarterly inspections will cover Town Hall/Highway Department at one quarterly inspection. Another quarterly inspection will be devoted to the George B. White Building and the last would cover the Transfer Station and South Station. This divides the work load throughout the year with different members serving as inspectors each quarter. These inspections are not in any particular order. The final schedule will be determined at a later meeting.

Evacuation Procedure Maps/Update/Review: Leslie Boswak has a new GBW map which various departments can use to identify emergency exits for their particular department. Other buildings/departments need to update their own maps.

Review Outstanding Minutes: Leslie Boswak moved the minutes from December 14, 2011 meeting to be accepted as written. Seconded by Kelly Roberts.

Re-Schedule September 27, 2012 Meeting/Inspection (Deerfield Fair): This meeting was re-scheduled to Thursday, October 18, 2012 at 9 am. The original meeting date conflicted with the Deerfield Fair.

Vice-Chair to Run Meeting 8/30/12: Cindy McHugh will chair our August 30, 2012 regularly scheduled meeting in Kelly Roberts's absence.

Next Meeting/Inspection:

Safety Inspection - March 29, 2012
Regular Meeting – May 24, 2012

Adjournment:

10:00 am Leslie Boswak moved to adjourn. Seconded by Mark Tibbetts.