

Town of Deerfield  
 Joint Loss Management Committee  
 Meeting Minutes May 25, 2012

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Location:

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

Time:

Called to order by Kelly Roberts at 9:10 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
Denise Greig, Welfare Administrator	Welfare	Management
Cynthia McHugh, Captain	Rescue/Animal Control	Management
Richard Pelletier, Bldg Inspector, Transfer Station Manager	Building Inspection; Transfer Station	Management
Mike Greeley, Police Chief	Police Department	Management
Alex Cote, Road Agent	Highway Department	Management

1st Quarter Inspection: The Subcommittee consisting of Denny Grieg, Debbie Treantafel, Evelyn DeCota, and Mark Tibbetts, inspected the Philbrick-James Library and the Fire/Rescue facility on March 29, 2012. The Subcommittee indicated everything went smoothly on the inspection; it identified several issues with emergency lighting. Mark Tibbetts reports the repairs are complete. Evelyn DeCota states that the Library doorbell is now hardwired to the building. Also a Boy Scout earning his Eagle Scout has completed the ramp for the lift door and will be working on the sidewalk and entrance .

Minutes: Minutes of the February 23, 2012 Meeting were available. No changes offered. Motion to accept the Minutes made by Evelyn DeCota, seconded by Mike Greeley.

2nd Quarter Inspection: Kelly Roberts asked for volunteers for the next inspection. The Subcommittee will include Mark Tibbetts, Mike Greeley, Kelly Roberts and Rick Pelletier; they will inspect portions of the George B. White Building on June 28, 2012. It will focus on the PD, the Town Clerk/Tax Collector’s Office, and the Building/Assessing area.

Safety Policy: Kelly reports the current rough draft is 22 pages. The Policy must be reviewed by BOS and HR and sent to State Department of Labor by January 1, 2013. Each employee will need to review and sign as part of employment process. It will be updated every 2 years.

Items to be included (in appendices) or incorporated by reference are each Departments' Safety Policies and Procedures; evacuation maps for each building or facility; and meeting locations for each building. Mark Tibbetts reports that the evacuation maps were in the computer system and he will make sure they are posted.

Kelly asked for a Subcommittee to review the Safety Policy. Denny Grieg, Debbie Treantafel, Evelyn DeCota, and Kelly will serve on the Subcommittee and will meet May 31, 2012. Kelly will circulate the current draft to the members. Once the Subcommittee completes its work, it will send the next draft of the Policy to all Joint Loss Committee members for their prompt review. The plan is to have the Policy ready to go to the BOS by the August 30 meeting.

Departmental Safety Inspection Checklist: If you have not turned in your Checklist please do so.

Vice-Chair to Run Meeting 8/30/12: Cindy McHugh will chair our August 30, 2012 regularly scheduled meeting in Kelly Roberts's absence. Agenda items to include Minutes, 2nd Quarter Inspection, and Safety Policy.

Budget 2013: It was suggested that inspection items that would require expenditures be noted for budget planning for FY 2013. Additional drinking water supplies was discussed.

Role of the Committee 2013: Kelly noted that although the Committee is updating items this year, the future goals of the Committee are open to expansion. She noted the Local Government Center offers a variety of workshops, including making the workplace a healthy place.

Next Meeting/Inspection:

Safety Inspection - June 28, 2012  
Regular Meeting – August 30, 2012

Adjournment:

9:45 am Mike Greeley moved to adjourn. Seconded by Alex Cote.