

Town of Deerfield
 Joint Loss Management Committee
 Meeting Minutes August 30, 2012

Location:

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

Time:

Called to order by Cynthia McHugh 9:05 am

Present:

Name/Title	Department	Management or Staff?
Denise Grieg	Welfare	Management
Cynthia McHugh	Rescue/ACO	Staff
Leslie Boswak	Town Administration	Management
Evelyn DeCota	Library	Management

Minutes: Reviewed/approved minutes of May 25, 2012 meeting.
 Moved by Denny; Second by Evelyn

2nd Quarter Safety Inspections: Town Clerk/Tax Collector and Building/Assessing Departments were inspected. Needed: exit signs in both areas. Also a continued concern for good quality drinking water for both staff and customers was expressed. Police Department also inspected. Needed: loose floor tiles are a tripping hazard to public and staff.

Safety Policy: Approved by BOS 8/27/2012 with one addition of corrections being completed and verified by a JLMC member with a space for signature. Exact wording being sent to Kelly by Leslie for inclusion in the approved policy.

We decided that JLMC should keep an ongoing list of outstanding deficiencies (feeling free to add others as they come to notice). A quarterly update sent to BOS of corrections and further deficiencies will be sufficient according to Leslie.

Leslie plans to speak with Jan Foisy (HR) concerning how to handle getting town employees to read and sign off on the newly accepted safety policy. A copy of the safety policy will be given to each department head for use with their staff. When the town personnel policy is updated, the safety policy will be included as an integral part of the personnel policy.

Kelly developed an optional safety inspection resolution worksheet. It worked great according to Evelyn. The safety policy needs to be updated every two (2) years.

Safety Summary Form: The form was mailed to the NH Department of Labor on Tuesday, August 28, 2012.

3rd Quarter Safety Inspections: It was decided to inspect Highway, Transfer Station and Birch Road Fire Department substation on Thursday, October 18th. These are outdoor facilities and will be more pleasant to inspect in warmer weather and hopefully less disruptions without snowplows later in the year. The inspection will be conducted by Alex, Rick and Mark. One more member is needed to round out the committee. We will discuss this item at the Dept. Heads meeting on Thursday, Sept. 6 at 9:30 AM.

NOTE: This leaves Town Hall, Parks and Recreation and Town Administration portion of GBW for Dec. 2012 inspection. Mark, Deb and Matt are the inspection committee for this one with a need for one more member please.

Accident Statistics: We will ask Jan to give us a printout of all reportable accidents so we can analyze them to see if there are any patterns/trends that we should take action on.

Other Business: Ergonomic articles were included in our packets. An updated evacuation map has been posted in the GBW building. A fire drill is being scheduled in the near future. Oaths were discussed. According to RSA 42:1 they seem unnecessary for JLMC members.

Next Meeting/Inspection:

Safety Inspection - October 18, 2012
Regular Meeting – November 15, 2012

Adjournment at 10 AM: Moved by Denny; Second by Cindy