

Town of Deerfield
 Joint Loss Management Committee
 Meeting Minutes August 8, 2013

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

Time: Called to order by Kelly Roberts at 9:08 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 Department	Management
Richard Pelletier, Building Inspector, Manager of Transfer Station	Building Inspection; Transfer Station	Management

Minutes: Denise Greig made a motion to approve the minutes from the JLMC May 23, 2013 meeting. 2nd by Alex Cote. Motion approved.

3rd Quarter Safety Inspection Review/Results: Inspection of Highway Department, Transfer Station and South Road Fire Station completed. Deficiencies at Highway Department (exit signs, outlet) have been corrected. No issues detected at the Transfer Station and South Road Fire Station.

4th Quarter Safety Inspection Sub-Committee: Inspection set for 10/10/13 at 9:00 am. Chief Greely, Debbie Treantafel & Kelly Roberts will inspect the Police Department and Parks & Rec Department.

Training Sub-Committee Update & Discussion: Kelly Roberts reported that the Safety Binders were distributed and monthly Safety Bulletins are being distributed by email. Department Heads are asked to print out the monthly Safety Bulletin and include it in the Binder; Binders should be located in a space

available to all Employees. Deb Treantafel will take on the responsibility of distributing the monthly Safety Bulletins to Department Heads.

Safety Policy Update for 1/1/14: Kelly noted that the Annual Review of the Safety Policy must be completed by January 1, 2014. It was agreed the Safety Policy should be distributed to all Department Heads for their review and comment. A hard copy of the Safety Policy is in the Safety Binder; it will also be sent by email. Please forward any comments/additions/deletions to Kelly in the next month. The JLMC will review the proposed changes and vote on them at the November 14, 2013 meeting.

JLMC update of the BOS on 7/15/13: Kelly provided an overview and update of the JLMC and its activities to the BOS.

Budget Work/Tool for BOS: As part of the JLMC review, Kelley asked for BOS support for safety issues in the 2014 budget process. On 8/12/13 at 5:30 pm, Kelly will present certain safety items to BOS for their review and comment.

Primex 3 Program: Primex offers risk management assistance to members through use of an assessment and best risk management practices. The JLMC members received a copy of the assessment and noted that the JLMC had undertaken many of its steps. Alex Cote moved that the JLMC complete the tool and seek any available insurance discount with its use. Evelyn DeCota seconded and the motion was approved.

Other Business: Kelly noted the next regular meeting is November 14, 2013 and all are strongly encouraged to attend. We will set the 2014 meeting calendar. Kelly also offered her and the JMLC's appreciation to Mark Tibbetts for his efforts in the GBW Building. Evelyn DeCota noted her appreciation to Alex Cote and the Highway Department for their prompt response to the powerful storm that hit Deerfield. Alex acknowledged the help of Rick Pelletier and his loader during the cleanup efforts.

Evelyn DeCota updated the JLMC on the Library improvements and 2014 budget plans re lighting. The JLMC discussed the library sidewalk and library / fire parking lot areas.

Next Meeting/Inspection:

Safety Inspection - October 10, 2013

Regular Meeting - November 14, 2013

Adjournment: Alex Cote moved to adjourn and Deb Treantafel seconded. Meeting adjourned 10 am.