

**Town of Deerfield
Joint Loss Management Committee
Minutes 12 9 2021**

In Attendance: Ray Ellis, John Harrington, Denise Greig, Dianne Kimball

Ray Ellis called the meeting to order at 1:07pm. John moved and Denise seconded a Motion to Approve the minutes of the 10 19 21 meeting. Approved.

1. Ray confirmed Primex approved our 2021 P3 renewal for both Property Liability and Workers Compensation. Denise reviewed the TAD component, explaining that the next step is to review and update job descriptions in 2022. Randi L. provided a prior centralized list of job descriptions but more specific ones are in personnel files. John will work with Randi to collect these and have department heads review them.

2. Annual safety inspections are complete except for Veasey Park; Denise contacted Travis and he is available next week.

3. The quarterly review of claims revealed no new claims from February to October. Since October there were 4 events. The JLMC discussed prevention and safety ideas. The priority is the Transfer Station - traffic flow should be assessed and redesigned as needed. In the meantime, a cone or curbing barrier should be installed to protect pedestrians from cars.

On the quarterly review, the JLMC noted that there was some lag in notice to Primex and will send reminders re timely notice to Department Heads. The revised Incident Report will be sent again to the Department Heads.

4. The JLMC discussed the training schedule and agreed to ask the BOS to have all employees take slip trips and falls and lifting training in 2022. Primex offers these online and GBW computers will be made available for departments without access.

5. New Business: The JLMC discussed the annual reports for the BOS due in December; Denise will complete the draft.

5. The next JLMC meeting will be held in 2022. Site TBD.

John moved and Denise seconded a Motion to Adjourn; meeting adjourned at 1:45 pm.