

# TOWN OF MILFORD

## JOINT LOSS MANAGEMENT COMMITTEE (JLMC)

### MEETING MINUTES

JUNE 1, 2021 Via Zoom 9:00 am

Attendees: Eric Schelberg-Chairman (Ambulance), Karen Blow (HR), John Shannon (Town Administrator), Andrew Grady (Library), Darlene Bouffard (Comm. Dev.), Mike Viola (Police), C. Labonte (BOS member), Michael Goldstein (Fire), B. Whitfield, Russ Works (DPW), Rick Riendeau (DPW), Rodney Dunn (MAS), R. Heaps, Phil St. Cyr (Primex)

Quorum: 13 voting members, 8= quorum

Absent: Arene Berry (Rec), Al St.Pierre (Water Util), Betsy Solon (Library), K. Flaherty (Fire)

The meeting was called to order at 9:05 a.m.

I. Approval of Minutes (3/2/2021):

A. J. Shannon moved to approve the minutes of March 2, 2021. M. Viola seconded.  
Motion passed.

II. Reports of Committees:

A. Accident Investigation Committee: There were two accidents, one was a finger pinch in a door and one was a dog bite which are not preventable. E. Schelberg said one of his employees got their finger pinched in the drawer inside the ambulance, they did not go to Urgent Care, then they came back to work. He noted on the drawer they have added a warning of the pinch point. The dog bite was when the dog came out of the back yard and grasped the officers leg and then bit.

B. Facility Inspection Committee: Andrew Grady is just back from leave but he was in contact with other members about the inspections; Sean Pelletier (Police Captain) went through the panic buttons at Town Hall, Water Utilities, Library with Bruce's assistance and all are working, some needed to be re-labeled based on the actual location. When the pool opens, those will be tested and then they will be good for six months. The testing is done every six months and they sometimes just need new batteries. The new system seems to work well. E. Schelberg asked for the Ambulance Department to be added to the rotation for those tests. S. Pelletier will add the two alarms and will go by to test them as well.

- III. Ongoing business: A Fire Drill was conducted at Town Hall on April 9, 2021, all employees were accounted for, each department should have its own plan to account for all employees once evacuated.
- IV. Safety Data Sheets: The Safety Data Sheets (SDS) have been compiled for each department. Chief Viola commented that the Police Department does not have access to the T:> drive. Bruce is aware and a work around needs to be worked out. Phil St. Cyr asked if the Fire Department has access to the SDS? E. Schelberg said all the SDS are being put on the T:> drive for everyone to access. P. St. Cyr said if Fire is responding to a town building fire, they must have access to the SDS information. The T: Drive needs to be made accessible for the Fire, Library and Police departments. By September this should be done, if you need help with this, please let E. Schelberg know. Chief Viola said there are hard copies of the SDS. Phil said the electronic version should be accessible for an area that Dispatch can access in an emergency. Karen Blow asked if the SDS can be accessed on the T:> drive through LogMeIn? Chief Viola said that only gets the user to their own drive, not to an outside system. K. Blow said it could be moved to a web-based system. Ricky Riendeu said his department can access the T:> drive from DPW. Phil St. Cyr said the SDS files should be separate; the files should be protected in some way so they cannot be altered in any way. Cyber Attacks are real, the SDS materials are important and if someone gets into them, they could see what types of chemicals are available and where it is located. Anything electronic should only be accessed by authorized people. C. Labonte asked if there are Ipads on the Fire trucks that would allow access? E. Schelberg responded yes, they have Ipads and laptops, but there is still the access issue to the T:> drive.
- V. COVID-19 Updates: E. Schelberg said the Town Hall is now open to the public, and requires masks right now.
- VI. Roundtable: There were no other topics to discuss, other than the next meeting that will be on September 7, 2021 at the Milford Police Department in person.
- VII. New business:
- VIII. Scheduled 2021 JLMC meetings:  
March 2, 2021 via Zoom  
June 1, 2021 via Zoom  
September 7, 2021  
December 7, 2021

JLMC Safety Program Review (biennial): Due December 2019, June 2021, June 2023

- IX. Adjournment: 9:25 am on motion by K. Blow, seconded by R. Riendeau. The meeting was adjourned.

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