

TOWN OF MILFORD

JOINT LOSS MANAGEMENT COMMITTEE (JLMC)

MEETING MINUTES (AT MILFORD AMBULANCE)

DECEMBER 7, 2021 (DRAFT)

Attendees: Eric Schelberg-Chairman (Ambulance), Karen Blow (HR), Darlene Bouffard (Comm. Dev.), Mike Viola (Police), C. Labonte (BOS member), Rodney Dunn (MAS), Arene Berry (Rec), Leo Lessard (DPW); Glenn MacFarlane (DPW)

Quorum: 13 voting members, 8= quorum

Absent: John Shannon (TA), Brad Whitfield (WU), Betsy Solon (Library), Ken Flaherty (Fire) Andrew Grady (Library), Michael Goldstein (Fire), Chris Anton (DPW), Rob Nash (WU)

The meeting was called to order at 9:01 a.m.

I. Approval of Minutes (9/7/2021):

C. Labonte requested an amendment to page 3. D. Bouffard moved to approve the minutes of September 7, 2021 as amended. M. Viola seconded. Motion passed.

II. Reports of Committees:

A. Accident Investigation Committee: Eric Schelberg indicated that Chris Anton is not here today, so the report from this Committee will wait until the next meeting.

B. Facility Inspection Committee: E. Schelberg asked if this is ongoing? Glenn MacFarlane responded that he and Andrew Grady will get together to coordinate this. M. Viola indicated that the panic button batteries are being checked and a few need to be replaced; Captain Pelletier is working on this and on getting the *603* added to the buttons, he needs to get Bruce Dickerson into the group on this. E. Schelberg took this opportunity to introduce two new members: Glenn MacFarlane and Leo Lessard from DPW.

III. Ongoing business:

Safety Data Sheets: The Safety Data Sheets (SDS) were going to be put on the T:> drive, however Bruce Dickerson was working on that but needs to allow all employees access; it was thought that a layer could be added to access SDS through GIS but we need to make sure it is secure – if that does not work, Bruce will look at another option.

IV. COVID-19 Updates: E. Schelberg said there is an uptick in cases in NH. The testing and mask mandate for Federal is on hold; NH has not adopted the OSHA mandates, so the Federal mandates do not fall on NH; Vaccine boosters are being given on Saturday at the Armory 9:00 – 3:00, by appointment only (not walk-in) and only the booster. M. Viola asked if the Town should send out the current guidelines to employees. Currently, E. Schelberg said if an employee tests positive, they must stay out until a negative test. If an employee is exposed to a Covid positive

person, they must quarantine and get a negative test, but if symptoms are present, they must quarantine for 10 days. An employee must stay home if symptoms are present. E. Schelberg will send out the latest CDC guidelines to all employees.

JLMC Safety Program Review: The new manual was sent out to members to review and there were a couple of mistakes that need to be corrected regarding MSDS. Each Department needs to identify where their MSDS folder is kept. D. Bouffard moved to approve the JLMC Manual with amendments to be brought to the Board of Selectmen for approval. K. Blow seconded. All were in favor.

Seat-belt Policy: This policy was effective in 2000 from the Board of Selectman. The only exclusion is the Ambulance personnel when giving care in the back of the vehicles. The Police are also required to wear seat-belts. If using your own vehicle for town business, employees should wear their seat belt because if anything happens, the vehicle would go through the employee insurance but any injury would go through Workman's Comp.

V. Roundtable: E. Schelberg indicated with Russ Works retirement, his replacement is Glenn MacFarlane who is now a member of the JLMC Committee. Also with the departure of Rick Riendeau, his replacement Leo Lessard, is now a member of the JLMC Committee. L. Lessard asked about accident investigations and if he will be part of that committee? E. Schelberg said yes, and that gets reported back to the JLMC Committee. E. Schelberg is in process of getting one accident report filed. Chris Anton had been filling in for R. Riendeau, but L. Lessard will take that on, he does not want to tie Chris Anton up with this type of meeting. E. Schelberg is the other person on the Accident Investigation Committee.

VI. New business- E. Schelberg said that Phil St. Cyr (Primex) will be retiring at the end of this year; he appreciate all of Phil's work. Phil sends his best to the employees of Milford and has enjoyed working with the Town. A replacement has not been hired at this time. Primex has been advised that in-person visits are not allowed at this time, they must be done via zoom.

VII. Scheduled 2022 JLMC meetings:

March 1, 2022 via Zoom

June 7, 2022 via Zoom

September 6, 2022 In person elections

December 6, 2022 In person

JLMC Safety Program Review (biennial): Due December 2019, June 2021, June 2023 Primex's gets involved in this review.

VIII. Adjournment: 9:25 am on motion by K. Blow, seconded by D. Bouffard. The meeting was adjourned