

TOWN OF MILFORD

JOINT LOSS MANAGEMENT COMMITTEE (JLMC)

MEETING MINUTES

SEPTEMBER 7, 2021 (APPROVED)

Attendees: Eric Schelberg-Chairman (Ambulance), Karen Blow (HR), Andrew Grady (Library), Darlene Bouffard (Comm. Dev.), Mike Viola (Police), C. Labonte (BOS member), Michael Goldstein (Fire), Chris Anton (DPW), Rodney Dunn (MAS), Rob Nash (WU), Arene Berry (Rec)

Quorum: 13 voting members, 8= quorum

Absent: John Shannon (TA), Brad Whitfield (WU), Russ Works (DPW), Betsy Solon (Library), Ken Flaherty (Fire)

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

I. Approval of Minutes (6/1/2021):

A. M. Goldstein moved to approve the minutes of June 1, 2021. M. Viola seconded. Motion passed. A. Berry abstained.

II. Reports of Committees:

A. Accident Investigation Committee: Eric Schelberg indicated the Chair of this committee is no longer with the Town, therefore Eric needs to review the accidents completely (as Vice-Chair) before he signs off on anything. There were six injuries causing no lost time. There was one slip and fall at Town Hall. There were no other questions on those injuries/accidents. Chris Anton, DPW, indicated that he will take on the Chairman position for this committee. Eric indicated that Russ Works is a non-management member of JLMC and will retire by the end of 2021, this DPW position for JLMC should be filled on his exit.

Karen Blow explained that a revised Accident Investigation Report (AIR) is now available and is fillable. This report should be used for any type of accident or injury and is for anyone to use. On the AIR please do not use the person's name. Arene asked if this is for any accident/injury on town property? Karen Blow answered yes, but if it happens on town property it would go through the Primex insurance process through Paul Calabria. Karen explained that the AIR is for the investigation report, it is in addition to the other report, and was just condensed to be shorter in length. Mike

Viola asked if it is just a simple accident, does this still need to be filled out? Karen Blow responded that it does.

- B. Facility Inspection Committee: E. Schelberg asked about the last building inspection and when that report is complete it needs to be forwarded to HR for submission to Primex.
- III. Ongoing business: A new Fire Drill form was prepared and passed out to members, for accountability of employees; it is very basic to account for those employees in the building during a drill. M. Goldstein explained that whoever is running the drill needs to account for the employees. E. Schelberg said the last Town Hall fire drill was run by the Town Administrator.
- IV. Safety Data Sheets: The Safety Data Sheets (SDS) should be accessible from the T:> drive now; the Fire Department access is via IPads and can be looked up remotely. If we can link that to the GIS system, that would be helpful. E. Schelberg to check on that with Lincoln Daley, but for now the SDS are on the T:> drive.
- V. COVID-19 Updates: E. Schelberg said there is an uptick in cases in NH. Karen Blow said everyone needs to be mindful of where they are and that Covid-19 is still out there. Last week one family member (of an employee) tested positive and later the employee also tested positive. There was no other exposure, but that person has been home for the required quarantine. Put masks on if you have a close conversation with anyone. Eric said there is nothing new from the Federal Government. Karen Blow said a lot of businesses are tightening up again, since there has been an uptick in cases, some are reinstating mask requirements. We all need to be mindful and wear our masks.

Chris Labonte asked if the town has any vaccine requirement in place? Karen Blow said the town does not. Eric Schelberg said the town does have the ability to mandate Covid-19 vaccines. Mike Viola asked if that mandate is passed off to towns? Karen Blow said it is, but for Emergency Services, they might want to look at it on a departmental basis. Eric Schelberg asked this group if it is interested in looking to the Board of Selectman to mandate Covid-19 vaccines? The consensus was to NOT mandate the vaccine.

Arene Berry suggested that if the town does mandate the vaccine, it should also have allowances for those that choose to NOT be vaccinated, such as requiring weekly (negative) testing. Karen Blow said when the town hires new staff, we do not ask about vaccinations. Mike Viola indicated if the town goes down that road, it needs to be sure to have funds for legal costs. The town has several Unions in place and he is not sure the town wants to go down that path. Chris Labonte said the town is short on staffing now, do we really want to go down that road? Mike Viola asked where the town stands as far

as employees that test positive and need to quarantine, but are running low or are out of their time off allowances, how will the town handle that? Eric Schelberg understands the question, but for now he just wants consensus from this group about whether or not we, as a town, want to mandate the Covid-19 vaccine. Mike Viola asked about the booster? Eric is saying that everyone that is vaccinated (Covid-19) should get a booster. Mike Viola said if an employee does not get the booster, where does the town stand on that? The JLMC made the decision not to recommend the vaccine or booster requirement to the BOS.

VI. Roundtable: There were no other topics to discuss, other than the next meeting that will be held in person on December 7, 2021 at the Milford Police Department or Fire Department.

VII. New business-PRIME Program: Eric said he is in process of sending out the 2021 report and is just waiting on one report on the facility inspections which can get submitted today. The town gets 2.5% off the workman's compensation cost by doing this if we are following all items within the report. Inspections are done annually but not at the same time, they can be done throughout the year. Eric indicated an e-mail will be coming out for the Slips, Trips and Falls program. Karen Blow noted these make up the biggest problems for town employees; this is an annual review that can be done as a group or individually and attendance sheets need to be turned in to Human Resources.

VIII. Scheduled 2021 JLMC meetings:

March 2, 2021 via Zoom

June 1, 2021 via Zoom

September 7, 2021 In person

December 7, 2021 In person

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

IX. Adjournment: 9:25 am on motion by A. Berry, seconded by D. Bouffard. The meeting was adjourned.