

# TOWN OF MILFORD

## JOINT LOSS MANAGEMENT COMMITTEE (JLMC)

### MEETING MINUTES (AT MILFORD POLICE)

JUNE 7, 2022 (APPROVED)

Attendees: Eric Schelberg-Chairman (Ambulance), John Shannon (TA), Andrew Grady (Library), Darlene Bouffard (Comm. Dev.), Mike Viola (Police), G. Daniels (BOS rep), Leo Lessard (DPW), Ray Anderson (MACC), Arene Berry (Rec), Michael Goldstein-Vice Chair (Fire), Riley Stanchina (Fire), Derek Martel (Primex)

Quorum: 13 voting members, 8= quorum

Absent: Karen Blow (HR), Betsy Solon (Library), Ken Flaherty (Fire), Rob Nash (WU), Rodney Dunn (MAS), Glenn MacFarlane (DPW)

The meeting was called to order by Chairman Schelberg at 9:05 a.m. Chairman Schelberg took a moment to introduce the town's new Primex Liaison Derek Martel. D. Martel indicated he was with Concord Fire for many years and learned a lot with Concord JLMC; offering to help Milford whenever he can. It was noted that a quorum was present, therefore the approval of 12/7/21 and 3/1/22 minutes would be taken up first.

- I. Approval of Minutes (12/7/2021 & 3/1/22): J. Shannon moved to approve the 12/7/21 minutes as presented. M. Goldstein seconded. All were in favor. A. Berry moved to approve the 3/1/22 minutes as presented. J. Shannon seconded. All were in favor.
- II. Reports of Committees:
  - A. Accident Investigation Committee: L. Lessard reported the active reports of slip and fall on 3/2/22; hurt shoulder during Fire training exercise 3/7/22; ankle/calf injury during training exercise 3/21/22; locker room ankle twist; all were deemed accidents with no action necessary, plus reports of Covid cases. At Water Utilities an employee injured the forearm while tightening a bolt – deemed accidental; also Water Utilities an employee cut a finger on a piece of broken glass and it was deemed accidental.
  - B. Facility Inspection Committee: Andrew Grady stated Milford does a good job on keeping things safe, most events are just accidents that could not be prevented. Exposures have been looked at and we should keep up the good work, there is nothing further on that. G. Daniels asked what does “nothing on that” mean? L. Lessard explained when it is just an accident, there is no workman's compensation involved. Chairman Schelberg further explained the committee does an investigation of the event and notifies Primex, the committee looks at it and if they are just accidental, we report back that there was nothing that could have prevented it.

DPW and Ambulance were inspected, the DPW office building should have Exit labels in the office area. The same thing at the Ambulance and Andrew also did not see any First Aid kits

at the Ambulance facility. Chairman Schelberg is certain the department is covered with First Aid. R. Anderson talked with Rodney Dunn about getting an AED at MACC. Chairman Schelberg did talk to Rodney about it and we just need to be consistent.

Andrew Grady spoke with Captain Pelletier who audited the panic alarms for the pool and all four were working.

III. Ongoing business:

Safety Data Sheets: This is still being looked at to get the Safety Data Sheets (SDS) on the T:> drive, this is ongoing with IT to have a secure access for emergency services.

COVID-19 Updates: The number are again going up out West; NH is good but we are seeing some patients and some facility infections. J. Shannon indicated Town Hall has had a few cases recently, as well as the Library, he believes there is only one still recovering. M. Viola asked if the town is in good shape with masks and other equipment? Ray Anderson responded that at MACC he recently put a mask policy in place; if anyone visits, you must mask up. M. Goldstein indicated there is safety equipment (masks etc) at the Fire Department.

IV. New Business: Chairman Schelberg asked everyone to introduce themselves for the benefit of Derek Martel and any new employees.

V. Roundtable: It was mentioned that this Committee does require a quorum and has four meetings per year, these meetings are required so just make sure you attend or let the Chair know if you cannot make it. These meetings are good to talk about anything happening in the Departments and in the town as a whole. This Committee is made up of Management and non-management employees, all are voting members. All personnel on this committee have a role and are expected to get feedback on all aspects.

Elections: At the next meeting (September 6, 2022) JLMC elections will be held for Chairman, Vice Chair and Secretary for 2023. Be sure you attend, or you could be nominated; or feel free to step up for a position.

AED: R. Anderson asked about the process to get an AED for MACC, the next Board of Governor's meeting at MACC is June 15 and the topic of the AED will be brought up for approval. The topic was discussed previously and he would like to get approval. E. Schelberg recommended that a purchase be made for the same AED in other buildings for compatibility to which R. Anderson agreed.

JLMC INFO: G. Daniels asked if the JLMC information is on the Town website. D. Bouffard and M. Viola indicated it is, and it might be located in the Employee Portal (HR) including agendas and minutes. G. Daniels feels it should be easier to find and to check on that.

Inspections: A. Grady plans to have the Police and Fire Department inspections in September. A. Berry does not see any safety issues at this point with the pool; Bob Barry will be inspecting the playgrounds and she expects a final report that will be shared with this committee.

Tracking: D. Martel suggested all employees keep track of the small incidents which is good to have on file.

Active Shooter: D. Bouffard suggested having another Active Shooter training in light of the recent shooting at a Texas school; it has been a while and the town has a lot of new employees. M. Viola will coordinate this with Captain Pelletier.

VI. Scheduled 2022 JLMC meetings:

March 1, 2022 in person

June 7, 2022 in person (Milford Police)

September 6, 2022 In person -- elections

December 6, 2022 In person

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

VII. Adjournment: Meeting was adjourned at 9:25 am on motion by A. Berry, seconded by D. Bouffard. All were in favor.