# TOWN OF MILFORD

## JOINT LOSS MANAGEMENT COMMITTEE

**MEETING MINUTES**

September1, 2020 Via Zoom 9:00 am

**Attendance:**

* **Present:** Rodney Dunn (Chair-MAS), A. Berry (Rec), K. Blow (HR), K. Flaherty (Fire), A. Grady (Library), M. Goldstein (Fire), C. Labonte (BOS member), , R. Riendeau (DPW), E. Schelberg (Ambulance), M. Viola (Police), R. Works (DPW)
* **Quorum:**  14 voting members, 8 = quorum
* **Absent:** D. Bouffard (Comm. Dev.) S. Darling (Water Util), M. LaCure (Police), J. Shannon (Town Administrator), B. Solon (Library)

**Call to order:** 09:00 by R. Dunn

1. **Approval of Minutes:**
   1. There were no amendments to the minutes of June 2020. E. Schelberg moved to approve the minutes as written. A. Berry seconded. All were in favor.
2. **Reports of committees:**
   1. Accident Investigation Committee:
      1. R. Riendeau reviewed 1 incident. No corrective action required.
   2. Facility Inspection Committee: M Goldstein reviewed the inspections completed in July 2020. Mike did ask for updates related to the MAS inspection and the recommendation for the vent pipes/boilers notation. R Works indicated that this is to be address over the next 2 months.
   3. K Blow asked if we were going to include the testing for the panic button as an item on the facilities checklist. Chief Viola said he could get the report from Captain Pelletier and update the Committee as needed. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. **Nominations:**
   1. (Rodney Dunn was called for Ambulance run – Eric Schelberg sat in for him.) The Chair (staff member), Vice Chair (mgmt.) and Secretary roles were up for nomination.
      1. M Viola nominated Betsy Solon for Chair do I have the right names?
      2. E Schelberg nominated Mike Goldstein for Vice Chair
      3. Darlene had volunteered to act as Secretary (with K Blow as back up).
   2. Vote will be in December
4. **Safety Data Sheets:**
   1. MAS has completed updating their Safety Data Sheets.
   2. Fire, Police and Library are in the process of updating theirs.
   3. Eric asked if R Works would take the lead on this. Russ indicated he would.
5. **Temporary Alternate Duty (TAD)**
   1. K Blow explained that the new Primex Renewal process is more detailed. It used to be one sheet (front/back), but now requires more information and, in some cases, attachments. We had to indicated a date of an inspection, include an inspection, provide the TAD policy, etc. Thus resulting in the need to update the existing TAD. Karen sent out a revision draft to department heads last week and to the JLMC last evening. Hopefully everyone had a chance to review. Trying to keep this very basic. Along with the TAD, a sample TAD job description was included and a form HR sends to doctors if more information is needed regarding accommodations. Eric asked if there were any comments and questions. There being none the group agreed to put this forward to the Board of Selectmen for adoption. Did we vote?
   2. Regarding the Primex Recertification, Eric did make note that on page 1, there is reference to Back injury twice under the Action section in Loss Awareness Action – Workers Comp. It references 88 taken to date on one line and 94 taken to date on another line. Karen agreed there was an error *(Upon review outside of the meeting – it should have been 94 for slips trips and falls and 88 for back injury prevention).*  Eric asked how the numbers measure up (percentage of employees following through with the recommended training. Karen said HR is currently under an audit and she should have that information available at the end of the audit.
6. **Fire Drills**
   1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
7. **New Business:**
   1. No new business
8. **Roundtable:**
   1. None
9. Adjourned: 09:\_\_\_\_\_ Motion made by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_; seconded by \_\_\_\_\_\_\_\_\_\_\_\_

* **Next meeting: -** December 1st, 2020, 9:00 a.m. via ZOOM