

Minutes approved at the July 23, 2024 Meeting

JOINT LOSS MANAGEMENT COMMITTEE April 23, 2024

MEETING MINUTES

\Present: Sam Hewitt, Chair, Asst. Director, Public Works
Gail Jablonski, Business Manager (minute taker)
Audrey Cline, Building Inspector/Code Enforcement
Nick Bennion, Buildings & Grounds Foreman, representing AFSCME
Devon Skerry, Firefighter, representing DPFFA
Jim Brown, Fire Captain, representing DPMMA
CJ Young, Master Patrol Officer, representing DPOA

Absent: Jennifer Johnson, Administrative Assistant, Police

Guest: Dave Witham, Primex

1. Call to Order: The meeting was called to order at 9:07 am.

2. Approval of Minutes – January 23, 2024

Gail Jablonski moved to approve the minutes. Jim Brown seconded. Motion was approved unanimously.

3. Dave Witham, Primex, reviewed the workers compensation and property/liability claims that had been filed between January 1st and April 21st. There were 7 W/C claims filed and 5 P/L.

One W/C claim involved the moving of a large tree from the roadway and resulted in two injuries. The process for removal of large items from the roadway was reviewed to include when DPW should be contacted and who determines if it is an emergency.

The Committee members discussed holding a joint Chainsaw Safety Training with the Fire and Public Works Departments.

The P/L claims were reviewed. It was asked if the individual departments do any type of review following an incident to see if it could have been prevented and what the circumstances were. The Public Works Department does do a root cause analysis after accidents.

4. 2024 Health & Safety Inspections – A digital survey for building inspections was put together by Steve Lutterman and Nick Bennion that was used at each building. Inspection reports are available at the Public Works Department. One of the major items noted was the absence of SDS Binders at some of the facilities. Although the Town is not covered by

OSHA regulations, it is the discretion of the inspector what is needed. Dave Witham reported that normally it is for items that are bought in bulk and not for over the counter items.

It was discussed who would be responsible for putting together the SDS books and the following were appointed.

Fire Department – Devon Skerry
Police Department – CJ Young
Town Hall – Audrey Cline
Library - ??
Courthouse - ??
Churchill Rink – Bill Page
Public Works – Nick Bennion

Some of the other areas noted in the inspections were:

- Need for step stool for areas with high storage
- Electrical Panel Obstructions
- IT Card Control Management
- Ergonomical Desks
- Securing filing cabinets
- Fire detection in truck bays

5. Safety Policies: It was decided the next meeting will be dedicated to reviewing and updating the General Safety Policy and Department Focused Policies.

Devon Skerry moved to adjourn the meeting, seconded by Audrey Cline and approved by all members. The next meeting will be held on July 23, 2024 at 9:00 in the Town Council Chambers.