

Town of Haverhill
JOINT LOSS MANAGEMENT COMMITTEE
Meeting Minutes
Thursday, March 21, 2024, at 1:00 PM
J.R. Morrill Building, 2nd Floor Conference Room
2975 Dartmouth College Hwy.
No. Haverhill, NH 03774

Thursday, March 21, 2024

CALL TO ORDER:

Co-Chair McKinnon called the meeting of the Joint Loss Management Committee (JLMC) to order at 1:16 PM.

ATTENDANCE:

Jim McKinnon (management, Present), Skip Gadwah (employee, Present), and Carol Brooke (employee, Present)

Recording Secretary: Joanna Bligh (Absent)

Visitors: None.

REVIEW OF MINUTES:

Motion #1: Co-Chair Brooke made the motion, and Gadwah seconded the motion, to approve the minutes from **December 20, 2023**, as written.

Voice Vote: All in favor, none opposed, none abstained. The motion passed unanimously.

OLD BUSINESS

CPR/AED Training

- Co-Chair McKinnon stated that he had spoken with the director of Woodsville Rescue Ambulance about Town employee training for CPR/AED and dates will be upcoming.
- Gadwah said that Road Agent Mike Young's wife was an instructor and could provide training, which he will look into.
- The members discussed having training in small groups rather large groups of employees might be easier for scheduling and because of the student/teacher ratio requirements.

NEW BUSINESS

Accident and Injury Reports

- Co-Chair McKinnon stated that there were no accident or injury reports to discuss during the previous quarter.

JLMC New Members

- Co-Chair McKinnon noted that because of the reassignment of job descriptions and duties and because of some employees leaving, new members of the Committee will be needed. Co-Chair McKinnon will follow up before the next meeting.

Upcoming Inspections

- Co-Chair McKinnon reported that boiler and pressure vessel inspections will be conducted as needed at all Town facilities next Tuesday, March 26, by an inspector from Travelers Insurance per NH Department of Labor requirements. This inspection is standard every 2 years.
- Co-Chair McKinnon reported that fire extinguishers at all Town facilities and in vehicles are due this month for annual inspection and service as needed. The inspecting agency is Vermont Fire Extinguisher (Barre, VT; <http://www.vtfire.com/>). A monthly visual inspection of fire extinguishers is done by the Maintenance Department.
- The annual elevator service and inspection is due in June and the annual fire alarm inspection and testing is usually done at about this same time.

NARCAN® (naloxone HCl) nasal spray

- Co-Chair McKinnon announced that an overdose treatment kit with nasal Narcan has been installed at JRM in the hallway near the first aid kit and defibrillator. This kit was donated to the town by North Country Health Consortium (Littleton, NH; <https://nchcnh.org/>).

NEXT MEETING

- The next regular meeting of the JLMC will be held in June 2024. The date and time to be determined.

ADJOURN

Motion #2: Co-Chair Brooke made the motion, and Gadwah seconded the motion, to adjourn the meeting at 1:35 PM.

Voice Vote: All in favor, none opposed, none abstained. The motion passed unanimously.