

**Town of Haverhill  
JOINT LOSS MANAGEMENT COMMITTEE  
Meeting Minutes  
Thursday, June 20, 2024, at 2:00 PM  
Clifford Memorial Building  
65 S. Court Street  
Woodsville, NH 03785**

**Thursday, June 20, 2024**

**CALL TO ORDER:**

Co-Chair McKinnon called the meeting of the Joint Loss Management Committee (JLMC) to order at 2:01 PM.

**ATTENDANCE:**

Jim McKinnon (management, Present), Skip Gadwah (employee, Present), Valerie Morse (employee, Present), Dennis Cunningham (management, Present), Carol Brooke (management, Present), Mark Locke (employee, Absent), and Sherri Sargent (management, Excused).

**Recording Secretary:** Joanna Bligh (Present)

**Visitors:** None.

**REVIEW OF MINUTES:**

**Motion #1:** Gadwah made the motion, and Cunningham seconded the motion, to approve the minutes from **March 21, 2024**, as written.

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

**OLD BUSINESS**

**CPR/AED Training**

- Gadwah said that the former Road Agent Mike Young's wife was an instructor and could provide training, which he will look into.
- Co-Chair McKinnon stated that the Town employee training for CPR/AED would have to be at no charge.
- Morse noted that she is currently certified in Adult and Child CPR and AED)
- McKinnon noted that all the AEDs in Town are currently up to date, which is a state requirement. The devices are in the Town offices, Clifford Building, Highway Garage, Police cruisers, and the Fire Stations.

**NEW BUSINESS**

**Accident and Injury Reports**

- Co-Chair McKinnon stated that there were no accident or injury reports to discuss during the previous quarter.
- Morse stated that an HPD officer was injured around the first of June, and he was not treated at the hospital. Morse noted that there was no personal injury form filled out.

### **JLMC New Members**

McKinnon introduced Valerie Morse as a new employee member.

### **Hazard in the Morrill Building Second Floor Conference Room**

Bligh noted that the multiple cords on the floor servicing the media devices in the Conference Room are a fall hazard. Co-Chair McKinnon will follow up.

### **Inspections Completed and Upcoming**

- Co-Chair McKinnon reported that boiler, pressure vessel, and fire extinguishers inspections were conducted at all Town facilities in the last 3 months per the NH Department of Labor requirements. The Halon extinguishers were replaced in three locations with regular fire extinguishers.
- The annual elevator service and inspection will be done in July.
- The underground propane tank does not need an inspection.

### **Airport Inspections**

- Cunningham reported that the fuel farm inspection is scheduled for August 16th, including the underground fuel tanks. This NHDES inspection is done every 3 years.

### **OF NOTE**

McKinnon will be out on medical leave as of next week with a 3- to 5-month recovery time.

### **NEXT MEETING**

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

### **ADJOURN**

**Motion #2:** Co-Chair Brooke made the motion, and Cunningham seconded the motion, to adjourn the meeting at 2:30 PM.

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