

**Town of Haverhill**  
**JOINT LOSS MANAGEMENT COMMITTEE**  
**Meeting Minutes**  
**Monday, September 25, 2023, at 1:00 PM**  
**J.R. Morrill Building**  
**2975 Dartmouth College Hwy.**  
**No. Haverhill, NH 03774**

**Monday, September 25, 2023**

**CALL TO ORDER**

Co-Chair McKinnon called the meeting to order at 1:00 PM.

**ATTENDANCE**

Dennis Cunningham (Present), Mark Locke (Present), Skip Gadwah (Present), Mona Sanville (Present), Carol Brooke (Present), and Co-Chair Jim McKinnon (Present). A quorum was met with two supervisors and three employees.

**Recording Secretary:** Joanna Bligh

**Visitors in Person:** None.

**REVIEW OF MINUTES from Previous Meeting:**

**MOTION #1:** Cunningham made a motion seconded by Locke to approve the minutes from June 27, 2023, as written.

**Voice Vote:** All approved, none opposed, and none abstained. The motion passed unanimously.

**OLD BUSINESS:**

**Welcome New Members**

Co-Chair McKinnon provided the new members, Carol Brooke and Mark Locke, with documents listing the Joint Loss Management town and state safety rules.

**NH Department of Labor Report**

Co-Chair McKinnon reported on the Department of Labor (DOL) inspections of the Town buildings and stated that all safety issues have been corrected, such as the Material Safety Data Sheets (MSDS) that were not in their proper location in the Fire house, and have subsequently been relocated.

**Safety Summary Form**

Co-Chair McKinnon distributed the Department of Labor *Safety Summary Form*, which was prepared in March and has revisions that are needed. This form is on file in the Town and updated every 2 years or if members change. Co-Chair McKinnon stated that there is a good ratio of department heads vs. employees on the Committee, which should be 1:1.

**NEW BUSINESS**

Co-Chair McKinnon asked for any safety concerns or completed repairs that have been done in this last quarter.

- Sanville noted that yellow safety paint is needed on the front step of the Clifford Building and that there are gaps between the door frame and the door. Co-Chair McKinnon will follow up.
- Sanville stated that she has been recently certified as an EMT. Co-Chair McKinnon responded that she should be the head of the medical response team.
- Cunningham asked about the replacement of defibrillator batteries and pads, and Co-chair McKinnon stated that the batteries are checked monthly, and the pads are replaced every 5 years.
- First aid kits and defibrillators, including batteries, are checked monthly by Co-Chair McKinnon at JRM, CMB, and the maintenance truck (first aid kit). The Haverhill Police Department checks their own safety equipment. Co-Chair McKinnon discussed the Narcan (Naloxone) kit at JRM, and suggested that training is needed.
- Cunningham brought up the need for updating emergency training, and Co-Chair McKinnon mentioned Kaylee Heath, certified instructor (Woodsville Ambulance) and Kevin Van Norden who is also an instructor. Co-Chair McKinnon noted that he will follow up with training options.
- Gadwah noted that there are no issues at the Highway Garage—all the follow-up issues from the inspector’s report have been resolved.
- Co-Chair McKinnon noted that ladders and any furniture or files higher than your shoulders must be secured to the wall per the DOL.
- Cunningham spoke about the Dean Memorial Airport noting that the hangars are checked annually for any HAZMAT violations. Co-Chair McKinnon stated that the annual check with documentation is good, but the DOL does not concern itself with any area not subject to employee occupancy in order to reduce workers’ comp claims. Cunningham noted that yellow lines need repainting, and he discussed the asbestos shingles in the hangars. Co-Chair McKinnon noted that there is asbestos in the JRM flooring—he once had the flooring tested and found 5% asbestos in the floor tiles.
- Co-Chair McKinnon stated that there have been no accidents or injuries in this quarter and for 2 years. If any accidents occur, they must be documented within 24 hours and filed with the Joint Loss Management Committee receiving a report.
- Co-Chair McKinnon reported on an emergency drill being held at the high school with the Clifford Building as the secondary evacuation center. Sanville noted that Sherri Sargent, Parks & Recreation Director talked with the high school principal. Gadwah asked about the evacuation location for the middle school, and Sanville responded that during a previous drill, the students were bussed to the Town Garage and then elsewhere. Co-Chair McKinnon discussed the elementary school evacuation plan and noted he believed it was the Fire Station.
- Co-Chair McKinnon reported on a trapping incident at the Clifford Building grounds by the USDA, which held a 5-year trapping permit.

**NEXT MEETING:**

- **Wednesday, December 20, 2023, at 1:00 PM at JRM 2nd floor conference room.**

**ADJOURN:**

**MOTION #2:** Cunningham moved, and Gadwah seconded the motion, to adjourn the meeting at 1:39 PM.

**Voice Vote:** All approved, none opposed, and none abstained. The motion passed unanimously.