

**Town of Haverhill
JOINT LOSS MANAGEMENT COMMITTEE
Meeting Minutes
Thursday, September 26, 2024, at 2:00 PM
J.R. Morrill Building
2975 Dartmouth College Highway
No. Haverhill, NH 03774**

Thursday, September 26, 2024

CALL TO ORDER:

Co-Chair McKinnon called the meeting of the Joint Loss Management Committee (JLMC) to order at 2:00 PM.

ATTENDANCE:

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

Recording Secretary: Joanna Bligh (Present)

Visitors: None.

REVIEW OF MINUTES:

Motion #1: Sargent made the motion, and Morse seconded the motion, to approve the minutes from **June 20, 2024**, as amended.

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

OLD BUSINESS

CPR/AED Training

- Sargent noted that new AED pads are need in the juvenile device because they expire in October.
- Co-chair McKinnon stated that there are no funds for CPR/AED training, but that excuse will not work for the NHDOL after 1 year.
- Morse suggested that we find someone certified to teach.
- Young announced that her mother Rebekah Young, BSN, RN, would possibly be willing to teach CPR/AED and Narcan to the municipal staff pro bono.
- Co-chair McKinnon discussed the process surrounding Narcan training and Morse noted that there is a potential need for an additional dose needed.
- Sargent noted that the Haverhill Area Substance Misuse Prevention Coalition from the North Country Health Consortium may have someone to teach about the Narcan treatment.

NEW BUSINESS

Accident and Injury Reports

- Co-chair McKinnon describe a falling event by a staff member with no injury.
- Morse detailed a burn event with second-degree burns from the “air fryer” mechanism in the microwave.
- Co-chair McKinnon provided the members with two Joint Loss forms, which are both online. #1 was the Reportable Injury form (LAB 500) from the NH Department of Labor (NHDOL). #2 was the PRIMEX First Aid Logs form, which lists all injuries and illnesses and matches the NHDOL form LAB 1403.49.
- Sargent discussed her need for large first aid kits, especially during HARP and field trips. Co-chair McKinnon noted that there should be monthly maintenance on the kits using the logs for documentation. The members discussed the kits available in all municipal department areas.

Inspections Completed and Upcoming; None.

Airport Inspections

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

Health Officer

- McKinnon stated that at the Airport, he trapped two skunks, one squirrel, and one opossum.
- There are two junk yard issues in Haverhill.
- There have been rats and bedbugs discovered in unsafe buildings, of which the NHDES is aware.

PRIMEX

- Young discussed that the Workers’ Compensation form goes to Primex, the department head, and to the hospital. Young noted that she should take new employees on a safety tour of the departments and building.

NEXT MEETING

- The next regular meeting of the JLMC will be held on December 18, 2024, at 2:00 PM at the JRM gymnasium.

ADJOURN

Motion #2: Sargent made the motion, and Co-chair McKinnon seconded the motion, to adjourn the meeting at 3:10 PM.

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