

**TOWN OF WEBSTER**  
***Joint Loss Management Committee***  
**945 Battle Street/Rte. 127**  
**Webster, NH 03303**  
**Tel. (603) 648-2272**

The Joint Loss Management Committee – June 20, 2012

Members Present: Police Chief Robert DuPuis, Fire Chief Colin Colby, newly appointed members David Collins and Therese Larson, and Health & Safety Advisor from the Local Government Center, Ron O'Keefe.

At 7:03 p.m. Therese Larson called the meeting to order. Mrs. Larson introduced David Collins replacing Margie Blanchette and Therese Larson replacing Judy Jones.

The next item on the agenda was to elect a new Chairman. Chief Colby made a motion to elect David Collins as the Chairman. The motion was seconded by Chief DuPuis and was passed unanimously by the Committee. Chairman Collins made a motion to elect Therese Larson as the Secretary. The motion was seconded by Chief DuPuis and was passed unanimously by the Committee.

Mrs. Larson clarified with Mr. O'Keefe that the JLMC is NOT subject to R.S.A. Chapter 91- A a.k.a. The Right to Know Law. Mr. O'Keefe stated that Mrs. Larson was correct unless the Board of Selectmen vote to make it public. The D.O.L. defines the J.L.M.C. as an "internal" town committee meeting. Even if someone demanded to come into the meeting, the Chairman could legally turn them away because of the R.S.A.

The minutes of March 27, 2012 were sent via e-mail to all. There were no changes to the minutes; therefore, they were approved as written.

The next item on the agenda was to review the draft of the Town's JLMC Program update. Mr. O'Keefe thought the document looked great. He recommended giving copies to the Selectmen. If they have any questions, they can certainly contact Mr. O'Keefe. But he suggested adoption of the program be a priority in order to stay up-to-date in case the DOL does come out to inspect the Town's facilities. Judy did file the Safety Summary Form for 2012. The next one is due in January 2014. Mr. O'Keefe usually receives changes from DOL which he will pass along to us in order to update the policy. Mr. O'Keefe is the "watchdog" for the Town.

The next item on the agenda was safety concerns: a) cement stairs in front of the library would rock when climbing them; b) status of cemeteries-possible sinkholes, boulders, fencing, etc.; c) asphalt pad outside Town Offices' door - ? A.D.A. compatible. Mr. O'Keefe said he would look at the Library stairs after the meeting. (The next day, June 21, 2012, Mr. O'Keefe contacted Judy Jones at the Town Offices – he said the stairs did not rock when he used them – perhaps they settled and the problem was solved.) A brief discussion ensued regarding the cemeteries. Over time it's only natural for the graves to settle. The only solution would be to dig down to the vaults or caskets and repack the fill which would be an expense. Mr. O'Keefe will do some research to see if there were any claims made in the past. The last concern was about the entrance to the Town Offices from the dirt parking lot. There is a "lip" and erosion around the lip of asphalt which could impede wheelchairs and may be a danger to persons who may not be able to walk well. A brief discussion ensued regarding ADA requirements. Mr. O'Keefe will send some information about those requirements. Mr. O'Keefe suggested the Committee do a quick safety review of the buildings. Mr. O'Keefe stated that there no claims for the Town, which was very good. He stated that the committee is required to do safety reviews of all of the facilities at least once per year. Mr. O'Keefe stated that the Public Safety Building and the Town Offices are in pretty decent shape. He suggested we should focus on once or twice a year have LGC do training sessions about safety in the

workplace i.e. *Dealing with Difficult People, Violence in the Workplace, Sexual Harassment*, etc. Mr. O'Keefe stated that one of our duties is to host some training functions.

The JLMC quarterly meeting dates were set for the remainder of 2012; September 12<sup>th</sup> and December 12<sup>th</sup>. The September meeting location will be announced.

Chief DuPuis asked does LGC give out any grants. Mr. O'Keefe stated only fitness grants which may be discontinued because of the possibility of setting up a fitness academy. Mr. O'Keefe asked if he meant grants for equipment. Chief DuPuis stated he wanted to go with LED's on the outside of the Public Safety Building. Mr. O'Keefe stated that LGC does not do anything like that, however, LGC does have a grant writer who could do some research for the Chief. He may be able to help out.

Chief DuPuis asked if Mr. O'Keefe had any Incident/Accident reporting kits. He would like to put one in each vehicle. Mr. O'Keefe will send them to him. Chief mentioned the *Annual Log of All Workplace Injuries and Illness*. Mr. O'Keefe stated that for minor cuts or knicks on the job, employers need only to keep a *Minor Injury Log* and not have to fill out a DOL First Report of Injury. If down the road a minor injury needs medical attention, then a report should be filed along with a copy of the *Minor Injury Log*.

Mr. O'Keefe was very pleased with the progress made by the Committee updating the program manual.

Chief DuPuis made a motion to adjourn which was seconded by Chief Colby and passed unanimously by the committee.

Respectfully submitted,

Therese E. Larson, Secretary