

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

The Joint Loss Management Committee – September 4, 2013

(Note: Due to conflicting schedules and emergency calls, there was no JLMC meeting 7/10/2013; Mr. O’Keefe and Mrs. Larson had a discussion, but they did not constitute a quorum.)

Members Present: Chairman David Collins, Chief of Police Robert Dupuis, Fire Dept. Captain Jake Drown, NHMA Rep. Ron O’Keefe and Therese Larson, Secretary.

The meeting began at 7:00 p.m.

The first item on the agenda was review of the draft minutes from the April 10, 2013 meeting. There were no changes to the minutes; therefore, they were approved as written.

The next item on the agenda was to discuss the Summary Safety Form. Mr. O’Keefe stated the DOL made some changes; the form has to be filed, but it does not have to officially be filed every other year; it just has to be updated. Mr. O’Keefe stated it can be done online. The other major change was that an employer must have 15 or more people including volunteers to have to have a mandatory JLMC and Safety Policy. Therefore, the Town of Webster does qualify.

A discussion followed regarding Firefighter training which resulted in minor injuries treated at the scene. Chairman Collins stated reports were filled for recording purposes only.

Mr. O’Keefe stated there no Property/Liability Claims.

Chairman Collins informed the Committee the Fire Department will be doing Driver/Operator Emergency Vehicle Training along with Penacook Rescue, Boscawen and Salisbury. Mr. O’Keefe reminded the Committee that the Property Liability Trust (PLT) pays for that training. PLT covers the tuition for the Driver/Operator All Vehicle Program. If Firefighters attend the training at the Fire Academy they should inform the instructor to send the tuition bill to PLT.

Mr. O’Keefe stated this would probably be his last meeting – he has been promoted; no decision at this time who will replace him.

Chief Dupuis asked about “Stop Sticks”. Mr. O’Keefe stated per DOL they are supposed to be used right now for directing traffic/Traffic Control. Mr. O’Keefe clarified that if one is directing traffic and the emergency is over, those sticks must be used now. (Waiting for the wrecker qualifies for the emergency being over.) A brief discussion followed regarding setting up training for Emergency Responder Traffic Control (not approved by Police Standards and Training).

Mrs. Larson revisited the issue about the entrance to the Town Hall offices at the side of the building. Nothing has been done to make it more handicapped accessible. Chairman Collins state he would contact the Select Board again. Mr. O’Keefe stated fixing the area would significantly reduce the Town’s Liability.

The discussion returned to worker’s comp. claims. Filing a First Report of Injury is a good habit to get into – per Mr. O’Keefe it does not increase the rates. He also recommended if they do not want to file a First Report, then keep a First Aid Log. Chairman Collins stated he and Captain Drown would talk to Fire Chief Wolinski to see what he would like to do.

The tentative date for the next meeting is December 18<sup>th</sup>.

The meeting adjourned at 7:34 pm.

Respectfully submitted,

Therese E. Larson  
JLMC Secretary