

Joint Loss Management Committee

April 11, 2012

Attending: Bob Jones, Richie Pratt, Warren Hammack, Rick Lothrop, Jason Walter, Edie Drinkwater

At 5:10 PM Chair Bob Jones called the committee to order and opened the meeting. The main topic for this meeting was to complete the Lab 600 Report and get is off to the Department of Labor to complete our paperwork compliance.

The second floor of the Old Brick Schoolhouse still has several health and safety concerns to be addressed.

There was much discussion of how to define use of the space, "Authorized Personnel", etc. Rick Lothrop said that the window egress would be satisfactory to meet fire codes as Rick Monahan had indicated. The area leading to the window must be clear at all times and the window must not be sealed and should be able to open with little effort

Rick will walk through and locate all areas where a lighted exit sign should be hung and well as the emergency lighting locations.

There was also discussion about removing all tables and chairs from the upstairs.

Edie felt that doing this created different safety issues. If files are to be retrieved then there needs to be a place to set things down to go through them. People can't be expected to squat on the floor to do this or juggle heavy boxes if only one or two items are needed to come downstairs Further, if someone climbs those stairs and gets winded there should be a place to sit.

All agree that there should be no access beyond the door leading to the room with the Fire Escape except in the event of a need to get out. The flaking of the old ceiling may well be lead paint and exposure to that cannot be allowed. That door should have a panic bar attached.

It was further agreed that no one should be upstairs alone and that logging in and out of that area made sense. No prolonged work sessions or meetings should take place there until such time as a complete renovation takes place addressing all health and safety issues currently causing concern.

It was agreed to complete the final draft of the Lab 600 Report for the next meeting to be signed by Bob Jones as Chair and Rick Lothrop, Fire Chief.

Warren made a motion to adjourn. Bob seconded the motion. A unanimous vote carried the motion to adjourn.

Meeting adjourned at 6:20 PM

April 4, 2012

Bob Jones, Chair

Rick Lothrop, Fire Chief

