

Town of Nelson
Joint Loss Management
Meeting Minutes
August 7, 2013

Members Attending: David Upton, Jason Walter, Edie Drinkwater, Mike Tarr, Nick Barrett

Others present: Ron O'Keefe (LGC-Prop/Liab Risk Manager)

The meeting opened at 6:06 PM.

There was a brief discussion of appointment of officers.
With all in agreement David moved appointment of David Upton as Chair, Jason Walter as Vice-Chair, and Edie Drinkwater as recording secretary.
Jason seconded.
The motion carried by unanimous vote.

Introduction of Ron O'Keefe.

This evenings meeting was a training session for the committee on the NH Dept. of Labor requirements for a Joint Loss Management Committee.

The committee was presented handouts for the class which included a complete overview of the legal requirements of the Town to form a JLMC as well as the responsibilities of the committee. Some of the items covered in the training included evacuation postings, annual Safety Audits, advising the Select Board on safety issues and need for safety purchases, training, annual update of JLMC with the Dept. of Labor, binders for incident documentation, deadlines for notice to Dept. of labor in the event of a death or multiple injuries, meeting requirements, policy updates, changes in the roster, etc.

It was agreed that two training sessions would be scheduled right away. (Blood Bourne pathogens and Harassment in the workplace)

These classes will be mandatory for all employees and volunteers.

Ron will present the classes in Town but they will also be available online.

The committee agreed to set a date for a walk through of all buildings with Ron for the annual inspection.

Dates were set for the next five meetings of the JLMC.

They are as follows: October 29, 2013, February 25, 2014, May 27, 2013, August 26, 2014 and October 28, 2014

All meetings will be held at 6:00 PM. The location will be the Town office unless otherwise posted due to presentation needs.

Following a motion from David Upton and second by Jason Walter, the minutes for the May 28, 2013 meeting were approved by unanimous vote.

David then made a motion to adjourn.
Jason seconded the motion.
The motion then carried by unanimous vote.

Meeting adjourned 7:24 PM

August 7, 2013

David Upton, Chair

Jason Walter, Co-Chair