

TOWN OF HOPKINTON, NH
JOINT LOSS MANAGEMENT COMMITTEE
MEETING MINUTES – April 17, 2008

The Hopkinton Joint Loss Management Committee meeting of Thursday, April 17, 2008, was called to order at 9:10 AM in the Hopkinton Town Hall.

Members: Sandi Babson, Town Clerk/Tax Collector
 John Pianka, Fire Department
 Robert Veloski, Interim Town Administrator
 Harold Blanchette, Public Works – Building/Grounds
 Karen Dixon, Library
 Karen Robertson, Planning/Zoning
 Steve Pecora, Police Department (Absent)
 Kent Barton, Public Works
 David Wheeler, Police Department (Absent)

Note: Steve Pecora was present on behalf of Mr. Wheeler.

I. Approval of Minutes (October 18, 2007 and January 17, 2008)—Minutes were approved as written.

II. Old Business.

a) Town Hall Facility Inspection.

Mrs. Robertson advised that with the exception of the Carbon Monoxide Tester and the AED, safety improvements have been completed at Town Hall.

b) List of safety training sessions attended in 2007.

Mrs. Robertson suggested that each department provide a list of safety training completed to date.

c) Copies of inspection log sheets of testing of alarms, safety lighting, and other various safety devices.

Committee agreed to request copies of inspection log sheets for all Town facilities.

III. New Business.

a) Report on Facility Inspection.

Mr. Barton reported on his inspection of the Public Works Garage, noting that in most cases the deficiencies have addressed. However, due to the lack of space in the parts area it is difficult to address all requirements. Mr. Blanchette agreed, noting that the department is need of additional storage space.

Brief discussion ensued concerning whether Mr. Blanchette would be requesting permission to construct an addition to the facility in 2008.

b) Fire Extinguisher Training Session.

Mr. Pianka agreed to provide a training session to the employees concerning the proper use of fire extinguishers. Training will be voluntary; however, all employees will be strongly encouraged to attend. Training is scheduled for Thursday, May 29, 2008, between 9 AM – 11 AM at the Contoocook Fire Station, unless otherwise noted.

c) LGC Risk & Health Management Workshops.

The Committee received a list of various training programs offered by Primex³ and Local Government Center. Training programs are offered off-site and on-site, if requested. Departments are to notify the Committee if they are in need of assistance in coordinating training programs.

d) AED (Automatic External Defibrillator).

It was the Committee's opinion that all Town facilities should be equipped with AEDs. The cost constraints were discussed with Mr. Veloski agreeing to include the purchase of one AED in the 2008 Town budget. There was brief discussion concerning the various types of uses of Town facilities with the Committee agreeing that the first AED should be installed in the Public Works Garage. It was noted that Fire Station, Police Station, Slusser Senior Center and Schools are already equipped with AEDs.

IV. Adjournment.

The meeting adjourned at 9:35 AM. The next scheduled meeting of the Joint Loss Management Committee is Thursday, July 17, 2008, at 9:00 AM at the Hopkinton Fire Station, unless otherwise noted. Agenda as follows:

- Review of the Minutes of April 17, 2008.
- Report on Facility Inspections.
- AEDs (Automatic External Defibrillators).

Karen Robertson
Chairperson