

TOWN OF HOPKINTON, NH
JOINT LOSS MANAGEMENT COMMITTEE
MEETING MINUTES – December 4, 2008

The Hopkinton Joint Loss Management Committee meeting of Thursday, December 4, 2008, was called to order at 9:00 AM in the Hopkinton Town Hall.

Members:

- Carol Harless, Town Clerk/Tax Collector
- John Pianka, Fire Department
- Leon Kenison, Town Administrator
- Harold Blanchette, Public Works – Building/Grounds
- Karen Dixon, Library
- Karen Robertson, Planning/Zoning
- David Wheeler, Police Department
- Kent Barton, Public Works
- Justin La Vigne, Recreation
- Steve Clough, Public Works – Solid Waste (Absent)

I. Approval of Minutes of April 17, 2008—Review deferred to the December 11, 2008 meeting.

II. Old Business.

a) Report on Facility Inspection (Fire Station)

Ken Barton reported his inspection of the Contoocook Fire Station, noting that any deficiencies found have been addressed. Mr. Barton will provide a copy of his report to the Committee.

b) List of safety training sessions attended in 2008.

Mrs. Robertson asked that each department provide a list of the safety training completed in 2008 for the Committee records.

c) Copies of inspection log sheets of testing of alarms, safety lighting, and other various safety devices that have occurred at each department in 2008.

Mrs. Dixon provided log sheets of inspections at the Town Library.

There was brief discussion concerning the safety inspection sheets/logs that have been completed by private companies on behalf of the Town. Mrs. Robertson is to contact Hampshire Fire Protection Co., Inc. for copies. Chief Wheeler is to contact Electronic Security Protection (ESP) for copies of inspection reports.

It was recognized that the Town currently contracted more than one private company to inspect various equipment. For example, fire extinguishers are inspected by two different companies. Mr. Pianka agreed to reach out to Statewide Fire Extinguisher, the company that inspects the Fire, Police and Public Works Departments' extinguishers, to see if they would provide Mr. Kenison will a quote for serving all Town departments.

III. New Business.

a) Federally Mandated Work Visibility Regulation requiring safety vests and paddles.

Brief discussion concerning LGC providing a training session in which safety vests would be given to all employees that attend. Otherwise, the Town will need to purchase the necessary vests for the Public Works Department. The Fire and Police Departments already have the vests.

- b) Committee sponsored training sessions in 2009.

Mrs. Robertson asked the Committee to provide recommendations as to training sessions that should be offered in 2009 to the employees. It was noted that Mr. Pianka has agreed to provide a one-hour, non-certified, training session involving first aid and CPR. Mr. Pianka will provide the Board with further information at an upcoming meeting.

- 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) Town Facilities to be inspected in 2009.

Mr. Barton reviewed the facilities that he had inspected in 2008. It was agreed that the Committee will hold their next meeting on Thursday, December 11, 2008, at 9 AM at the Police Station. At the same time, Committee members will complete an inspection of the facility.

- e) Meeting schedule for 2009.

The Committee will meet quarterly beginning in January.

The meeting adjourned at 9:50 AM. The next scheduled meeting of the Joint Loss Management Committee is Thursday, December 11, 2008, at 9:00 AM at the Hopkinton Police Station, unless otherwise noted. Agenda as follows:

- Review of the Minutes of April 17, 2008 and December 4, 2008.
- Facility Inspection.
- AEDs (Automatic External Defibrillators) at all Town facilities.

Karen Robertson
Chairperson