

**TOWN OF HOPKINTON, NH
JOINT LOSS MANAGEMENT COMMITTEE
MEETING MINUTES – February 18, 2010**

The Hopkinton Joint Loss Management Committee (JLMC) meeting of Thursday, February 18, 2010, was called to order at 9:00 AM in the Contoocook Fire Station.

Members: Rick Schaefer, Fire Department
Karen Dixon, Library
Karen Robertson, Planning/Zoning
Justin La Vigne, Recreation
Steve Clough, Public Works – Solid Waste
Carol Harless, Town Clerk/Tax Collector
Neal Cass, Town Administrator
Harold Blanchette, Public Works – Building/Grounds (absent)
David Wheeler, Police Chief (absent)
Kent Barton, Public Works (absent)

I. New Business

- Report of Accident/Injuries – Mr. Schaefer discussed two (2) separate incidents in which his department employees were recently injured. One incident involved an employee that had stepped into a depression (hole) in a lawn while fighting a house fire. The second incident involved an employee that was inadvertently stuck by a needle while transporting a patient. Following discussion, the Committee agreed that the incidents were unpredictable and changes in department procedures would not have made a difference.

The Committee briefly discussed the process by which reports of accidents/injuries are completed. It was noted that the forms, once completed by a member of the department, are then submitted to the Town Administrator for review and signature and finally to the Joint Loss Committee for review. Following review by the Committee all forms are given to the Finance Director.

- Report on Departments Planned Training for 2010/Committee Sponsored Training – Mrs. Robertson provided a hand-out of various training and workshops available from Primex and/or the Local Government Center. It was also noted that members of either organization would provide onsite training, if requested.

Mr. La Vigne noted that his department is sponsoring CPR/First Aid/AED training that will be provided by the American Red Cross. The next session will be in March at the Senior Center and the cost is \$70 per person.

Mr. Schaefer offered his department in providing the basics of CPR/First Aid/AED training, without certification. It was suggested that Mr. Schaefer work with the chairperson of the Committee to coordinate the training. Mr. Schaefer agreed to also include training in use of fire extinguishers.

- Facility Inspections – Mrs. Robertson noted that facility inspections are completed by Kent Barton on a quarterly basis. The chairperson will inquire with Mr. Barton as to whether he is willing to continue the inspections.
- Review of Workers' Comp Risk Management Report (Primex³) – Review was continued to the April 15th meeting.
- Appointment of Chairperson for 2010 – Following brief discussion, Ms. Harless was appointed Chairperson.

II. Other Business.

- Training Completed in 2009 – Mrs. Robertson asked that Committee members provide a list of training completed in 2009 for their departments. Mr. Cass noted that the training documentation should also be provided to the Finance Director for personnel records.
- Alarm/Safety Equipment Inspections – Mrs. Robertson also suggested that documentation of safety equipment inspections should be provided for the Committee records.

III. Adjournment.

The meeting adjourned at 9:50 AM. The next scheduled meeting is Thursday, April 15, 2010, at 9:00 AM at the Town Clerk's Office.

Karen Robertson
Chairperson