



Town of Hopkinton

330 Main Street • Hopkinton, New Hampshire 03229 • www.hopkinton-nh.gov

Tel: 603 746-3170

Fax: 603 746-2952

HOPKINTON JOINT LOSS MANAGEMENT COMMITTEE

Meeting Minutes

January 17, 2013, 9:00 AM, Contoocook Fire Station

Present: Karen Robertson, Doug Mumford, Steve Pecora, Karen Dixon,
and Neal Cass

Next meeting: April 11, 2013, 9:00 AM, Town Clerk/Tax Collector's Office

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- I. Review of the Minutes of December 19, 2012: Review of the Minutes was deferred to the April 11, 2013 meeting.
 - II. Report of Accident/Injury on Town Property: An incident at the Transfer Station was reported. Following discussion, the Committee agreed that no additional safety measures were necessary.
 - III. Review Primex Workers' Compensation Report: A review of Hopkinton's Primex Workers' Compensation Report had shown one (1) open incident. In reviewing the cause of the incident it did not appear that additional safety measures were necessary. At this time, there was discussion concerning a comparison of Hopkinton's Worker's Compensation incidents to that of other communities of similar size. Mrs. Robertson agreed to provide the Committee with an analysis at their next scheduled meeting.
 - IV. Facility Inspection: Deputy Fire Chief Doug Mumford provided the Committee with a brief overview of the deficiencies found when inspecting the Contoocook Fire Station. At this point, it was agreed that the deficiencies are as a result of lack of space and the need for improvements to the building. It was noted that the Selectmen are in the process of having the facility reviewed by an engineer to determine what, if any, improvements or modifications can be made.
 - V. Other Business:
 - a. Mrs. Robertson updated the Committee regarding a new law concerning the submittal of Safety Summary Forms and the updating of written Safety Programs.

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- b. Chief Pecora provided a brief overview of the need to update the Town's Emergency Management Plan. The Plan was last updated in 2007/08. That being said, Mr. Cass outlined a process by which the various sections of the plan could be provided to the appropriate departments for review and revisions, if any. It was noted that the necessary revisions appear to be non-substantive.
 - c. Department planned training for 2013/Committee sponsored training: The Committee will offer CPR recertification in July. It was then noted that the Fire and Police departments provide monthly training for their employees.
 - d. Committee members toured the Contoocook Fire Station and viewed the new pumper (Engine 1).
- VI. Adjournment - The meeting adjourned at 9:25 AM. The next scheduled meeting will be Thursday, April 11, 2013, at 9 AM in the Town Clerk/Tax Collector's Office.

Karen Robertson
Chairperson