

**Town of New Durham
Joint Loss Management Committee
Meeting Minutes
April 2, 2019
Town Hall Conference Room**

Final Approved 6-11-19

Present: Scott Kinmond- TH, Leon Smith- DPW, Laura Zuzgo-TH, Amy Smith- PD, Peter Varney- FD, Nichole Hunter- Rec/Lib, Kevin Ruel- FD and Anina Soucy- TH

- I Call Meeting to Order:** Chair Smith called the meeting to order at 2:06 p.m. Chair Smith welcomed two new members, Assistant Fire Chief Kevin Ruel, and Finance Manager Anina Soucy. Chair Smith also spoke of P&R Director Hunter will be leaving her position in a couple weeks, which opens a supervisor position. TA Kinmond stated that Asst. Chief Ruel can fill this spot.
- II Minutes- Tabled**
- III Elect a chairperson and Vice Chairperson for 2019:** TA Kinmond Kinmond spoke of a mix of employee /supervisor for committee leadership. After some discussion, TA Kinmond nominated Kevin Ruel Chair for 2019, Seconded by Laura Zuzgo. Motion passed 7-0-1 (Kevin Ruel Abstained.) Laura Zuzgo nominated Anina Soucy for Vice Chair for 2019. Amy Smith seconded the motion. Motion passed 7-0-1. (Anina Soucy abstained).
- IV Any Injuries reported:** TA Kinmond reported that there was 4 first report injuries reported since our last meeting. PD had 2- slip and falls (Ice/snow conditions) which resulted in loss work, and surgery for one. 1- hand injury of Officer assisting in removing tree and debris from roadway. No loss time/medical treatment. DPW- 1- pulled stomach muscle from shoveling snow. No loss time from work, required medical treatment.
- V Schedule for 2019:** The committee decided on the following dates for future meetings:
 - a. June 11th 2 p.m.**

- b. **September 10th 2 p.m.**
 - c. **December 10th 2 p.m.**
 - d. TA Kinmond advised he would post the meetings with a generic agenda.
- VI **Training Schedule for 2019:** The committee discussed the spring training which was held on May 14th, (12-3:30) and will be on Basic First Aid, Blood Borne Pathogens and Bio Hazards. The committee settled on a Fall Training date of October day TBD 12-3:30p. The committee decided the topic should be Ergonomics and wellness. The committee spoke at length about these topics and the need to update the HR Policy and individual policies on the handling of bio-hazards with the drug epidemic.
- VII **Facility Self Inspections:** The Committee will conduct workplace inspections in August, and T Kinmond spoke of the workplace inspection which was done by Primex. TA Kinmond stated this was a surprise inspection and due to recent highway garage fires over the past couple years. TA Kinmond will scan and email the Primex report for everyone to be aware.
- VIII **Adjournment:** Chair Ruel asked if there was any other business to be brought before the meeting. TA Kinmond made a motion to adjourn, seconded by Leon Smith. Motion passed 7-0-0. (Amy Smith left at 3:00 p.m.)

Employee Training: May 14, 2019 12-3:30p – Basic First Aid, Blood Borne Pathogens and Bio-Hazards.

Next meeting 6-11-19 2 p.m., Town Hall Conference Room.

Prepared by
Scott Kinmond
Town Administrator