

**Town of New Durham  
Joint Loss Management Committee  
Meeting Minutes  
June 11, 2019  
Town Hall Conference Room**

**Approved 10-8-19**

**Present:** Scott Kinmond- TH, Leon Smith- DPW, Laura Zuzgo-TH, Amy Smith- PD, Peter Varney- FD, Kevin Ruel- FD and Anina Soucy- TH

- I     **Call Meeting to Order:** Chair Ruel called the meeting to order at 2:11p.m
  
- II    **Any Injuries reported:** TA Kinmond reported that there was one first report from a winter plow operations injury, which was not reported in the 5 days. This delay report to Primex and DOL has resulted in a \$100.00 fine. TA Kinmond that the paperwork and the report never made t to him, until the employee received an invoice for the urgent care visit. The committee discussed the first report process and the importance to report verses not reporting.
  
- III   **Spring Training 2019:** The committee discussed the spring training which was held on May 21st, (12-3:30) and covered Basic First Aid, Blood Borne Pathogens, Bio Hazards by Asst. Chief Ruel, and TA Kinmond covered first report of injury reporting. We had 22 staff members attended the training, and a light lunch was served.
  
- IV    Minutes:
  - a. September 5, 2018- Minutes reviewed. Chief Varney made a motion to approve the meeting minutes of 9-5-18, seconded by Laura Zuzgo. Motion passed 5-0-2 (A. Soucy & K. Ruel abstained as they were not in attendance.)

- b. April 2, 2019- Minutes reviewed. TA Kinmond made a motion to approve the minutes of April 2, 2019, seconded by Amy Smith. Motion passed 7-0-0.

**V Facility Self-Inspections:** The Committee discussed the inspection process and the JLMC Policy, which still shows as a draft. Chef Varney also mentioned that there should be the inclusion of an exposure to carcinogens and hazardous substances policy. The committee also discussed the FD doing the safety inspections with a site liaison.

**VI Adjournment:** Chair Ruel asked if there was any other business to be brought before the meeting. Amy Smith made a motion to adjourn, seconded by Laura Zuzgo. Motion passed 6-0-1. (Anina Soucy as she stepped out) meeting adjourned at 3:20 p.m.

**Next meeting 9-10-19 2 p.m., Town Hall Conference Room.**

Prepared by  
Scott Kinmond  
Town Administrator