

**Town of New Durham  
Joint Loss Management Committee  
Meeting Minutes  
December 10, 2019  
Town Hall Conference Room**

**Draft**

**Present:** Scott Kinmond- TH, Amy Smith- PD, Peter Varney- FD (2:12 p.m.), Kevin Ruel- FD, Anina Soucy- TH

- I Call Meeting to Order:** Chair Ruel called the meeting to order at 2:05 p.m
- II Meeting Minutes:** A. Smith made a motion to approve the meeting minutes of June 11, 2019 as printed. TA Kinmond seconded the motion. Motion passed 3-0-1 (A. Soucy- not present)
- III Any Injuries reported:** TA Kinmond reported that there was one first report which involved a suspected drug exposure to Police Officer. EMS decontaminated, no medical attention required.
- IV Facility Inspections:** The Committee discussed the inspection process which the committee will handle. Vice Chair Varney offered the Fire Department to assist with Town Hall and DPW facility inspections, and TA Kinmond, A. Smith and A. Soucy to do inspections at Fire & Police Station.
- V 2020 Meeting Schedule**
  - a. Tuesday, March 3, 2020 2p- Regular Meeting
  - b. Tuesday, April 21, 2020 12n-3p- Annual Training- CPR/AED Recert.
  - c. Tuesday, June 2, 2020 2p- Regular Meeting
  - d. Tuesday, September 1, 2020 2p- Regular Meeting
  - e. Tuesday, December 1, 2020 2p- Regular Meeting

The committee decided to hold only one annual training, and 4 Regular Committee meetings as this is what is required by NH DOL.

- 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 Anina Soucy. Motion passed 5-0-0. Meeting adjourned at 2:59 p.m.

**Next meeting March 3, 2020 2 p.m., Town Hall Conference Room.**

Prepared by  
Scott Kinmond  
Town Administrator