

Joint Loss Safety Management Committee
Final Meeting Minutes – November 1, 2023

Fire Department	Chief Stewart Yeaton	Absent
Emergency Management	Ted Virgin	Absent
Road Agent	Scott Elliott	Present
Library	Kaitlin Camidge	Present
Police Department	Chief Brian Michael	Present
Police Department	Gail Quimby	Absent
Town Office	Andrea Novotney	Present
Selectmen's Representative	Meadow Wysocki	Present

Others in Attendance: Joel French and David Jude, Epsom Fire Department

Call to Order

Ms. Camidge called the meeting to order at 8:30 AM.

Meeting Minutes

Motion by: Mr. Elliott to approve the Augusts 23, 2023 minutes, as written. **Second by:** Chief Michael. **Motion passed unanimously.**

Trainings

Ms. Novotney provided the Committee with an updated list of completed 2023 employee trainings and Ms. Novotney will send reminders to any employees who have not yet completed their trainings. The Committee discussed possible trainings for next year and Ms. Camidge suggested creating a schedule of items the Committee needs to complete each year. Mr. French noted the Committee should be reviewing any work place or work related injuries that have occurred in the past year. Ms. Novotney will email the members the Accident / Incident Review form from the Safety Manual and will have the Finance Administrator provide that list for the Committee to review at the next meeting.

Building Inspections

Ms. Novotney handed out the Municipality Inspection forms for the Fire Station, Police Station, Public Library, Old Library, Town Hall, Meetinghouse, and Highway Department. The inspections will be done and the forms completed and returned to Ms. Novotney by the end of the year.

New Business

Town Building Security Systems

The Committee discussed the current security systems used in the Town buildings and ways to upgrade or streamline the systems.

Next Meeting

The next meeting will be held on January 17th at 8:30 AM at the Fire Station meeting room.

Adjournment

With no further business to come before the Committee at this time the meeting was adjourned at 9:20 AM.

Respectfully submitted,
Andrea Novotney
Town Office Representative