

**Joint Loss Safety Management Committee
Meeting Minutes – February 3, 2021**

Emergency Management	Rick Bilodeau	Absent
Fire Department	Chief Stewart Yeaton	Present
Highway Road Agent	Scott Elliott	Present
Library	Nancy Claris	Absent
Police Department	Chief Wayne Preve	Present
Police Department	Gail Quimby	Present
Town Office	Andrea Novotney	Present
Selectmen's Representative	Virginia Drew	Present

Acting Chairman Wayne Preve called the meeting to order at 9:00 AM.

Meeting Minutes

A motion was made to approve the 12/1/2020 minutes, as written. Motion seconded and carried unanimously.

Emergency Operations Center (EOC)

Ms. Drew brought up for discussion the location of the Town's EOC. Chief Preve confirmed it is the Fire Department due to the phone lines and the parking availability and it is indicated as such in the Emergency Operations Plan, with the Selectmen's Office being the secondary location. Chief Yeaton confirmed that he, in addition to the Emergency Management Director, also has keys for and access to the items needed to set up the EOC. The Committee discussed who, during an emergency, would be in the field and who would be located at the EOC.

2020 Workers Comp Injuries

Ms. Novotney provided for the Committee a description of the three Workers Comp injuries reported in 2020. Chief Preve noted the injuries were all of a similar nature and that the Committee had addressed this by having employees participate in the Slip, Trip, and Fall training via Primex. The Committee discussed the importance of continuing to remind employees to notify the Town Office, right away, of any workplace injury.

Future Trainings

Ms. Novotney will research the JLSC files and confirm when the last harassment training was done and when the next will need to be scheduled. The Committee also discussed CPR training and will look into that further.

Critical Incident Stress Briefing

Chief Yeaton updated the Board on the recent Critical Incident Stress Briefing performed by the Granite State CISM Team.

Next Meeting Date

The next JLSC meeting is scheduled for May 5, 2021 at 9AM at the Town Office meeting room.

Adjournment

A motion was made to adjourn the meeting. Motion seconded and carried unanimously. The meeting was adjourned at 10:12AM.

Respectfully submitted,
Andrea Novotney
Town Office Representative

FINAL