

Joint Loss Safety Management Committee
Meeting Minutes – May 5, 2021

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

Call to Order

Acting Chair Wayne Preve called the meeting to order at 8:30 AM.

Emergency Operations Plan (EOP)

The Committee discussed the 2018 edits made to the EOP. Ms. Novotney will finalize those edits in the document and provide an updated copy to the supporting departments for review.

Training

Chief Preve stated the Police Department had recently taken Ethics, De-escalation, and Bias training and believed it would be beneficial for all Town employees to take this training. Chief Preve and Ms. Drew will look into what will be the best training option for the Town on these topics.

Ms. Novotney informed the Committee that the Select Board had recently put into place a Cyber Risk Management Program and explained the online training, Cyber Security Basics, which staff will be asked to take as part of the program.

Ms. Novotney also informed the Committee the last harassment training was done in 2019 and that she had consulted the Town's insurance agent concerning how often that training should be done. The Committee will see that the online training, Preventing Workplace Harassment for Employees, will be completed by the end of 2021.

The Committee also discussed AED and CPR training and Chief Yeaton and Ms. Novotney will work on coordinating that.

Meeting Minutes

A motion was made to approve the 2/3/2021 minutes, as written. Motion seconded and carried unanimously.

Adjournment

A motion was made to adjourn the meeting. Motion was seconded and carried unanimously. The meeting was adjourned at 9:40 AM.

Respectfully submitted,
Andrea Novotney, Town Office Representative