

**Joint Loss Safety Management Committee
Meeting Minutes – November 17, 2021**

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| Emergency Management | Rick Bilodeau | Absent |
| Fire Department | Chief Stewart Yeaton | Present |
| Highway Road Agent | Scott Elliott | Present |
| Library | Kaitlin Camidge | 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 8:40 AM.

Meeting Minutes

A motion was made to approve the August 11, 2021 minutes, as written. Motion seconded and carried unanimously.

Emergency Management

Ms. Drew noted for the Committee that the Emergency Management Director has given his notice effective November 30th. The Select Board will be reviewing the job description and Ms. Drew, as the BOS Chair, has asked the Police and Fire Chiefs to act as interim director.

Yearly Fire Extinguisher Inspections

Ms. Novotney informed the Committee that she had provided Hampshire Fire Protection with an updated list of Town buildings to include in their yearly fire extinguisher inspections.

Yearly Building Inspections

Completed building inspections were turned into Ms. Novotney and the remaining inspections will be completed by the end of the year.

New Business

2022 Trainings

The committee will discuss 2022 trainings at the next meeting and Ms. Novotney will email the members a list of the available trainings to review in advance. The Fire Department will work on arranging AED and CPR training for staff.

Next Meeting

The next meeting will take place on January 26, 2022 at 8:30 AM at the Town Office meeting room.

Adjournment

A motion was made to adjourn the meeting. Motion was seconded and carried unanimously. The meeting was adjourned at 9:35 AM.

Respectfully submitted,
Andrea Novotney, Town Office Representative