

Joint Loss Safety Management Committee
Meeting Minutes – January 25, 2022

Fire Department	Chief Stewart Yeaton	Present
Highway Road Agent	Scott Elliott	Absent
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

Chief Preve called the meeting to order at 8:40 AM.

Meeting Minutes

Motion by: Chief Yeaton to approve the 11/17/21 minutes, as written. **Second by:** Chief Preve. **Motion passed unanimously.**

Emergency Management

Ms. Drew noted for the Committee that Ms. Novotney has rewritten the Emergency Management job description and the Board plans on posting the position mid-February with the hiring process to start after the March election.

2022 Trainings

The Committee discussed the training options for 2022 and settled on two offered via Trident Risk Solutions: Violence in the Workplace and Anti-Harassment in the Workplace. The Committee set a completion goal of July 1st. The Committee will review additional trainings for the second half of the year once these first trainings are completed. Ms. Novotney will send out the training links to the Department Heads.

New Business

The CPR / AED training for staff that had to be cancelled in December was rescheduled for January 31st at 8AM at the Library.

Next Meeting

The next meeting is scheduled for 4/5/22 at 8:30 AM at the Town Office Meeting Room.

Adjournment

With no further business to come before the Committee at this time the meeting was adjourned at 9:45 AM.

Respectfully submitted,
Andrea Novotney, Town Office Representative