

**Town of Northumberland
JLMC Committee**

Draft Meeting Minutes

Dates: Thursday, December 19th, 2019

Place: Town Office – 19 Main Street

Time: 12:30 to 1:00 P.M.

Mgmt. Committee Members Present: Robin Irving, Glenn Cassady

Employee Committee Members Present: Sam Oakes, Paul Perras, Elaine Gray

Others Present: Jim Weagle, Randy Potter, Cody Brown, Melinda Kennett, Winston Hawes,
Keith Knapp and Becky Craggy, Safety Process Coordinator

Craggy opened the meeting at 12:32 pm

- **Acceptance of 9/26/19 meeting minutes:** Motion by G. Cassady, seconded by M. Kennett to accept minutes as written.

Motion carried 11-0

- **Discussion of Risk Management Training:** Craggy asked if there were any thoughts, comments, complaints about training employees had with Rick Van Wickler on September 26th.

Kennett explained she mention his training at her Tax Collectors association meeting and it was well received, many there knew of him and his work.

- **Follow up of CPR Training -** Craggy mentioned an email that was sent by the Police Dept. on November 26th about CPR training that is being coordinated with our EMS department.

One date was December 12th - S. Oakes indicated this was cancelled as only one signed up.

Oakes indicated the next scheduled session in Thursday, January 16th from 9-5 has almost been capped.

Craggy expressed desire that at least one from each department should be trained and that the expense with proper approval may be able to be paid by the Board.

Oakes shared that the American Heart Association came out with a new fee schedule for 2020 and the cost may be a bit more than the \$17.00, but he indicated it would not be a huge increase.

At this point Oakes had to leave meeting for an ambulance call.

- **Review of First Reports of Injury (2)** - Craggy stated this last quarter there were two reports of injury filed, it was stated part of the responsibility of this committee is to access these occurrences and assimilate if there is anything that can be done

differently moving forward to avoid certain accidents from occurring.

First report was filed November 14th, 2019 - no loss time. Employee trained in this area and did self treatment. Employee was preparing to go out on a call and slipped and fell on the ice in the fire station yard, falling on to right knee first and then on ankle.

Discussion ensued about foot wear, R. Potter asked what the employee was wearing for shoes. Craggy said the report did not cover this, but she could ask the department head. Discussion ensued about foot wear, usage of creepers over footwear and per R. Irving, fire departments plans to repave yard area which may help the pooling of water, thus icing in some areas of the yard. It is understood this plan may be done in 2020.

Second report was filed on December 6th, 2019 - Similar occurrence as first report. Employee was on site at a medical call. When they tried to exit driveway quickly, to get in cruiser, employee slip and fell, jamming his right elbow into his rifle magwell.

Craggy said so there are two things in play here the slip/fall, but also equipment worn that contributed to injuries.

Craggy said she could confirm this employee does wear appropriate foot wear as it is very visible when he comes in. In this case it was not on town property.

Craggy asked if there were any suggestions. There were none. Craggy noted this employee did not have to have any follow up that she is aware of which is good, the Town never wants to see their employees hurt.

Kennett asked if the town has "creepers" that can be used, it was indicated yes and that past discussion has discerned it is not practical for the EMS dept. where they are going in and out of private residences, it is hard on flooring and could get caught on carpet. Weagle also pointed out that they could also get hung up on flooring in the ambulance, thus causing a trip or fall.

- **Follow up of roof over 10 Station Square ramp** - Craggy included the last the last 3 letters written to the landlord about the ramp situation. After, brief discussion, Weagle indicated the landlord has told the board it is on their radar, but no dates have been confirmed on when it will be addressed.

Kennett asked about the discussion at the last Board meeting, are they thinking of selling or is it just talk. Weagle indicated they are not sure, for now it is just talk.

- **2020 Meeting Schedule** - Craggy said there a couple of Thursdays that are not the last Thursday, one is June 18th as the auditors are going to be at the office the week of June 22nd, 2020 to do the 2019 audit and the other is December 17th, as the last Thursday is too close to Christmas.
- **Any other business to be brought forward** - Craggy mentioned she sent an email earlier to all of the committee members, all of our terms are up March 21, 2020. To be thinking of whether to continue or let someone new have a chance to fill the position.
- Irving mentioned about maybe scheduling having a mindfulness seminar in 2020. Craggy said yes and any other training any member might think would flow with the

mission of the committee.

- Gray asked about the rugs for the office, Craggy said she talked to the clean rep early this fall and he said he would put together a quote for the new year, she has never heard back from him. Craggy said I am not going to chase him or babysit him.
- Irving asked if there has ever been a woman's defense training at the Town level. It was stated there has been no training at the town level in recent years.
- Kennett mentioned Pelletier's shooting training. Irving was thinking about this type of training in light of the increasing number of violent occurrences. Craggy stated it would be valuable for anyone as now a days you do not know man or woman what chemical they have in their system to make them do or act the way they do.
- **Adjournment - Motion by Irving to adjourn, seconded by Kennett.**
- **Motion carried 11-0**
- **Meeting adjourned at 12:50 pm**

Next meeting scheduled for March 26th, 2020

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