

**Town of Northumberland
JLMC Committee**

Meeting Minutes (Draft)

Date: Thursday, August 11th, 2022

Place: Town Office – 19 Main Street

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

Management Committee Members Present:

Employee Committee Members Present: Elizabeth Ball, Jeremy O'Neil

Others Present: Keith Bronson, Tammy Letson, Becky Craggy

Craggy opened the meeting at 12:35 pm

- **Acceptance of 3/31/22 meeting minutes:** Motion by O'Neil, seconded by Ball to accept minutes as written. Motion carried
- **Follow up of old business – 1) Public Safety Mgmt. Rep Appt. and Office Admin. Mgmt. Appt.:** Craggy mentioned at the last meeting there was a question of whether a Town Administrator/Town Manager could hold a management representative position on the committee.
- Letson was able to confirm with the Department of Labor that those positions can service on the committee as a management representative. Craggy said given that information, the committee still has two unfilled management positions left. One is for Office Administration of which Letson has been considered and the other which Peter Pelletier has been considered for as Public Safety management representative. Craggy said hopefully at the September meeting, Chief Pelletier will be able to attend to finalize this.
- Craggy asked the attending members to consider a motion to nominate and appoint Letson as management representative for Office Administration. Motion by O'Neil, seconded by Ball to nominate/appoint Letson as management representative for Office Administration, motion carried. Letson said she will see the Town Clerk for swearing in and finish signing the form in front of her.
- **2) Follow up of discussion on proper handling of Blood Born pathogens:** Craggy presented what the Town has currently has in the safety policy. She mentioned this may be like what the ambulance department has long ago implemented. O'Neil indicated they get literature frequently from the hospital on how to handle all biocides. Also attached is what the towns of Bennington and Farmington have for policies. She

said this is for the committee to look through to see if our existing policy needs to be expanded upon possibly before the next meeting in September. Craggy recalled what started the discussion was the event that happened at the PD a while back where an unknown white powder was introduced and the handling of it. O'Neil explained of course in the case of the PD they encounter substances, most times involuntarily, whereas the ambulance has protocols in place for known circumstances they deal with. O'Neil mentioned about what Primex may have to offer for training. He said the department of safety has video training they offer to first responders. The ambulance department does have supplies that they have and would share with PD. Craggy mentioned she would reach out to Primex about any training they may offer for the handling of blood born or unknown substances.

- O'Neil and Letson discussed whether Primex requires this type of training. Letson tends to believe they do not as they would notify members of more training on the subject if they did. She indicated she is sure they would be happy if town employees had this type of training, but it might not be something they require the members to do.
- Craggy asked if O'Neil was willing to share the from fire rescue for Infection Control SOP. She said she would make sure to distribute to the other members with the minutes. O'Neil said this is directly from the State on what they recommend.
- Craggy asked if there was any further discussion regarding this. There was none.
- *3) Landlord matters* - Craggy noted to meeting attendees the landlord of late has been doing some repairs to 10 Station Square and it was mentioned a roof over the ramp was on the list to do. Letson noted she was sure if the ambulance or police department noticed the landlord meeting one day with someone in a suit. At first, they thought it might be someone looking at the building to buy it, but now feel it was someone from the insurance company doing an inspection. Letson said they have quite a list they are working on to fix. Craggy asked if Letson ever heard back from Primex on their inspection of the building when they were here. She said yes, not that long ago and it is quite the list. Letson said she will forward or send to the landlords. Discussion ensued about enforcing what they suggested, Letson said we can't force it and Primex can't make them, but the list certainly can be shared with them as to what they would recommend being addressed. Bronson indicated Primex may or could contact their insurance company to let them know. He said they have ways of finding out who holds insurance on buildings. Letson she was not sure Primex would have the means to find out who they are insured through.
- Craggy asked if there was any other old business anyone would like to discuss.
- *4) Seat belt follow up* - Letson said she did follow up on the seat belt discussion. She was to understand Primex would require all town employees be belted. She said they do not. However, they strongly suggested Letson did contact the Department of Labor. Letson said the Department of Labor said no we do not but if someone is injured in any vehicle or equipment, they will ask the injured employee if their supervisor went over every single safety feature of that vehicle or equipment prior to them operating it. Example is did the supervisor show the employee where the blinkers are, the headlights etc. If the employee answers no, then the Town could face many and heavy

finer from the Department of Labor. Letson said the town is not required to have a seat belt rule, but it is something the board may want to investigate. Discussion ensued regarding the town implementing a safety belt rule and incorporating it into the personnel and safety policies. It was the consensus of the group this should be done.

- Letson said it did not go over well with public works, but Letson said the ambulance department does this anyway. O'Neil said yes, it is part of the SOP. They are working on making sure pediatric patients are secure and getting some equipment in place on the ambulances.
- *5) SDS Sheet follow up* - Craggy mentioned another follow up item they spoke about at the last meeting was MSDS sheets for substances each department handles. Craggy had a conversation with Gibson the day before he suggested checking the OSHA website. Craggy did the site had a government/nonprofit section for different websites that could be visited to obtain MSDS sheets or SDS sheets as they are referred to now. Craggy has included this information sheet about the websites from the OSHA website. Craggy state she has yet to land on a website that is all encompassing where you just type in the product and a sheet can be generated, that is what she was hoping to find. Craggy said if any of the group knows of such a site, she is hoping they would share it or let the rest of the committee know. It doesn't seem to be an easy thing to do and compiling books for each department will take a bit of time. She is still working on this. The goal is still to have a booklet for each department. O'Neil mentioned about it always changing, he said it is a full-time job he has noted at other places he has worked. Products change and components change with the products all the time. Craggy is open to suggestions if anyone.
- **Review/discussion of any first reports of injury** – Craggy mentioned there was one first report of injury filed since the last meeting. The injury happened in July. The employee was checking the water level at one of the Town water tanks. Craggy said Letson has seen this firsthand now, so she has the visual of how this process works. Craggy said they must stand in the back of their truck on a ladder to get be able to see the level of the water in the tank. Craggy said on this day, there was wet conditions and the employee while in the process of coming down slipped and fell off the ladder hit the right inside of his thigh on the box in the truck, scraped his left shin and knee, hit his left shoulder and thumb. Fortunately, there was no loss of time on the job with this injury. Craggy said as her and Letson were speaking of it, the employee is so lucky they did not break their back, hit their head, and get knocked out.
- Craggy said there must be a safer better way to do this. Letson discussed this with the department. She certainly understands for public safety reasons they can not have an exterior ladder attached to the tank maybe six or eight feet off the ground as then it could be a liability.
- Discussion ensued about it being feasible to require this task not be done alone, another employee must accompany them whether they be from the same department or not. Bronson also mentioned what if they fell in the tank, he seems to think having someone accompany them would be good, as well as making sure the ladder is stable and appropriate.

- Letson asked the group as she does not recall, if this is something that must be done every day, week, month? Craggy wasn't sure she knows they were checking it then as they were having pump station issues they were working on. Letson recalls 2-3 times a week even through the winter. Consensus of the group was having a better ladder that can stand on the ground and having someone with them when they do that.
- Craggy stated so the committee will make the recommendation to the Board.
- **Any other business to be addressed by committee** - Craggy asked if there was anything else to be addressed, there was none.
- Craggy announced the Next JLMC quarterly meeting will be Thursday, September 29th, 12:30 – 19 Main St Conference Room.
- **Adjournment:** Motion by O'Neil to adjourn meeting, seconded by Ball, motion carried.
- Meeting adjourned at 1:05 pm

Respectfully Submitted,

Becky Craggy, Safety Process Coordinator

Minutes approved by JLMC Committee on _____.

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