

**BUSINESS MEETING
JOINT LOSS MANAGEMENT COMMITTEE
TOWN OF WAKEFIELD, NH**

7 May 2015

Present: Chief Ken Fifield, Chairman, Nathan Fogg, Recorder, Warren Winn, Wayne Robinson, Angie Casperonis, and Brad Beveridge

The Meeting was opened 09:05am by Chairman Ken Fifield.

A. Members:

1. Fred Clough has retired from the highway department and Pat Brackett has resigned to handle family issues.

It was expected that Mike Gingras would replace Fred Clough on the committee. It was also noted that Pat Brackett should be replaced by a member of the fire department. We will try to utilize full-time ambulance personnel when they are not out on a call.

All members of JLMC were in favor of the appointments.

2. Other members will attend as department workloads and schedules allow.

B. Accident / Injury reports:

1. **Fire Dept.** On February 2nd, a fire department employee was checking the Spot Tire Chains on a town vehicle and found one that was non-retracted. The employee attempted to push the device by hand and the left ring finger was caught in the device. Finger hurt but no broken bones. The vehicles must be ready to go at any time, so they cannot always wait for a mechanic repair. The department discussed making sure to use a tool of some sort to push on the device since they are often 'partially loaded' and ready to snap back.

JLMC felt that the situation was unique and that discussion within the department was adequate to try to prevent future incidents. No further action was recommended to be taken.

2. **Highway Dept.** On February 15th, a highway department employee was plowing the public safety building parking lot and back into an employee's vehicle. Snowy conditions resulted in greatly reduced visibility. Employee was instructed supervisor (himself) that reduced visibility required greater care taken to prevent this type of incident.

JLCM felt that the incident was caused generally by the weather and poor visibility. No further action was recommended to be taken.

3. **Fire Dept.** On February 22nd, a fire department vehicle, while being backed out of a garage, made contact with a safety post (bollard) at the corner of the garage door. Employee was instructed by supervisor to use greater care when moving vehicles.

JLCM felt that the incident was caused by lack of attention and not by any onsite danger. No further action was recommended to be taken.

4. **Fire Dept.** On February 22nd, a fire fighter was cleaning their face mask at the scene of a fire with a 'burst of air' and got debris in their eye. Safety glasses were being worn at the time of the incident. Debris was removed by a doctor several days later after it did not flush itself out of the eye. The department discussed taking greater care to clean face masks more thoroughly to include the respirator to minimize the chance of debris being left in mask after cleaning.

JLCM felt that a more thorough cleaning of the masks to minimize the chance of debris being left behind should minimize the risk of this type of incident in the future. No further action was recommended to be taken.

C. Safety Manual Review:

1. The members reviewed the current version of the Safety Manual. Several suggestions were made for updates, including:
2. Revising section 3(II) to have employee notify immediate supervisor first and then the supervisor would determine the appropriate time to contact the town administrator depending on the urgency of the incident.
3. Updating the selectmen names for the current board to update/reaffirm the manual at one of their meetings after our changes had been made and agreed upon;
4. Adding page numbers to make navigating the manual easier; and
5. Add or refer to cell phone policy from the Employee Manual.
6. N Fogg will update the Safety Manual and forward to the members for their review prior to the next meeting.

D. Adjournment:

1. No further action or discussion was proposed and the meeting adjourned. Chief Fifield called Teresa Williams to notify her that the JLCM was over and the Department Head meeting was ready to begin upon her arrival.

Respectfully Submitted,

Nathan Fogg, Recorder