

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

4 February 2016

Present: Chief Ken Fifield (Chair), Nathan Fogg (Recorder), Warren Winn, Wayne Robinson, Angie Nichols, Leigh Nichols, Mike Gingras, and Brad Beveridge (called out as the meeting started.)

The Meeting was called to order at 09:35am.

1. Review of Minutes:

- Nate noted that the attendees listed did not match the vote count for approving the previous minutes. Leigh and Angie remembered that JB was present from the fire department and the Highway Manager Mike Gingras. The committee reviewed the rest of the minutes from November 12th and had no further changes or additions. Motion to approve was made by Wayne Robinson and seconded by Mike Gingras. The motion carried 7-0.

2. Accommodation:

- The JLMC thanked Mr Fogg for keeping the committee organized.

3. Accident / Injury reports:

- **Police Department.** On December 6th, while field testing a sample of an unknown liquid, the officer was cut by the testing vial. Chief Fifield noted that the officers use these test kits frequently and occasionally the vials puncture the packet's lining when snapped open. This potentially caused exposure for the officer to hepatitis, AIDS, or any number of other dangerous viruses.

JLMC's Mr Nichols suggested that the officers wear mechanic gloves over their latex gloves when using the test kits. Chief Fifield liked the idea and will implement the suggestion. No further action was recommended to be taken.

- **Police Department.** On January 2nd, an officer felt a 'pop' in their wrist while attempting to detain a subject.

JLMC felt that this is just part of the job and officers should be instructed to use appropriate force to protect themselves while causing undue injury to detainees.

- **Highway Department.** On January 13th, a police officer noticed a broken utility pole on Pond Road. The highway department had plowed earlier in the day but was unaware that they had hit the pole. The pole was located on a very tight corner along the road. Mike Gingras noted that the employee had been instructed to attempt to be as aware as possible of their surroundings.

JLMC felt that no further action was required.

4. Town Buildings/ Property Review:

- The committee walked through the three floors of the Town Hall. During a review of the Opera House, Chief Fifield noted that he had to use an unprotected power cord across the front of the room for the deliberative session. He was concerned about safety of a cord running across an area where people might be walking. The committee agreed that we should have a couple of rubber strips to cover a power cord in the future.
- It was also noted again that using circuit breakers to control the lights was not preferred. Teresa Williams noted at the Department Head meeting that a lighting upgrade, including the addition of switches would be taking place during 2016.

5. Set Next Meeting for 2016:

- The next scheduled meeting is Thursday, April 21st. We will meet at the Public Safety Building and tour the Transfer Station, weather permitting.

6. Adjournment:

- No further action or discussion was proposed and the meeting adjourned. Teresa Williams was notified that we were ready for the Department Head meeting.

Respectfully Submitted,

Nathan Fogg, Recorder