

TOWN OF PEMBROKE
JOINT LOSS MANAGEMENT COMMITTEE MEETING
PEMBROKE LIBRARY
Wednesday, November 3, 2009

CALL TO ORDER at at 1402 HOURS by Chairman Erik Alley.

- Members Present: James Boisvert, Public Works Director, Scott Lane, Chief of Police, Harold Paulsen, Fire Chief, Erik Alley, Public Works Labor, Everett Hodge, Code Enforcement Officer, Chris Culberson, Heather Titus, Pembroke Library, Mary Ann Ricciotti, Police Labor, Kevin Flanagan and Wynette DeGroot, representatives for the Local Government Center.
- Members Absent: Paulette Malo, David Jodoin, Cynthia Stosse

APPROVE MINUTES

Minutes of the September 2, 2009 JLMC Meeting reviewed by members.

Motion by Erik Alley to accept minutes of the September 2, 2009, Seconded by Chief Scott Lane. All in favor, minutes accepted.

OLD BUSINESS

- Discussion and update on the Safety Center Assessment
- Discussion and update on Training
 - Police 2 – Completed Car Control Program 10/21/09; 1 Officer schedule for Taser Instructor Training; 1 Field Training Officer School
 - Fire – Training continuously
 - Public Works 1 – Completed Car Control Program; 3 Solid Waste Training; 2 Safety Training at LGC
- H1N1 Discussion and update on flu shots
- Back Door Exit Ice Problem – Decision made by the Town not to refurbish and renovate the door area.

NEW BUSINESS

- Work Related Injuries –
- Workers Compensation Reports –
- Property Liability – No claims since June 2009

Other:

- James Boisvert suggested sending the BOS copies of the JLMC Building Assessments. Yearly report of activities and results
- LGC looking for new ideas for training

NEXT MEETING –

- Scheduled for Tuesday, January 5, 2010 at 2:00 P.M., Pembroke Public Works, Exchange Street.

ADJOURNMENT

- Motion to Adjourn by Chief Scott Lane, Seconded by Erik Alley. Meeting adjourned at 1435 hours

Minutes Recorded & Prepared By:

JLMC Secretary

PEMBROKE LIBRARY
BUILDING – ASSESSMENT INSPECTION
November 3, 2009

Concerns and Suggestions –

- Emergency Door areas should be kept clear at all times, do not block
- Outlet Safety Covers
- Telephones identify directions for emergency use; emergency numbers posted on all telephones
- Safety bars installed over book shelve tops
- Clear top shelf areas near sprinklers
- Work Station Ergonomic concerns
LGC can provide assessment and information
- MSDS Book in Maintenance Room
- 4 legged office chairs remove per OSHA
- Trip Hazard – empty book boxes scattered
- Electrical Rooms = housekeeping needed
- Arrows Door Exit Signs
- Puzzle Shelf = fall hazard – Suggest Bolting to wall
- Kitchen area – move cords; too many appliances plugged in
- Remove paint containers from storage room
- Hallway to Pine Grove Family Room – Keep clear at all times
- Post Evacuation Plan in all areas
- Fire Extinguisher