

TOWN OF MILFORD
JOINT LOSS MANAGEMENT COMMITTEE (JLMC)
MEETING MINUTES (AT MILFORD FIRE)

JUNE 21, 2023 (DRAFT)

Attendees: Michael Goldstein-Chairman (Fire); Gary Daniels (BOS); Eric Schelberg (Ambulance), Mike Viola (Police Chief); Ray Anderson (MACC Director); Derek Martel (Primex); Darlene Bouffard-Secretary (Comm. Dev.); Kathy Prevey-Levin (Library); Leo Lessard (DPW-Director)

Quorum: 12 voting members, 8= quorum

Absent: Rodney Dunn (MAS); Ken Flaherty (Fire); Riley Stanchina (Fire); Lincoln Daley (TA); Karen Blow (HR); S. Parmenter (MPD); Betsy Solon (Library); Arene Berry-Vice Chair (Parks & Rec); Glenn MacFarlane (DPW)

There was not a quorum, therefore no decisions can be made. Chairman Goldstein asked if there is a non-management person that would take over the Chairman position for the rest of 2023? Seeing nobody, Chairman Goldstein agreed to continue to be Chairman until a replacement is named.

The meeting was called to order by Chairman Goldstein at 9:04 a.m.

- I. **Approval of Minutes** (3/7/23): These minutes will remain on the agenda to have a quorum for approval at the next meeting (September 12, 2023).

- II. **Reports of Committees:**
 - A. **Accident Investigation Committee:** Leo Lessard indicated there have been 3 accident reports: 1-dog bite to an officer; it was accidental and not preventable, just a bite, first aid was administered, no follow up necessary; 2-ambulance attendants were moving a patient, the lift mode got caught and both people slipped – there was no damage and it could not have been prevented – E. Schelberg reviewed training with personnel, and there were no injuries. This was the total of 3 accidents.
 - B. **Facility Inspection Committee:** An updated facility inspection status will be provided at the next meeting.

- III. **Ongoing business:**

Safety Data Sheets: Eric Schelberg indicated this is still a work in progress.

Panic Alarms: M. Viola said there were some issues with the pool alarms, the zones have been checked and alarm testing is ongoing. E. Schelberg stated the alarms at his office show up as panic alarms now.

Active Shooter Training: Chief Viola stated he needs to meet with the Town Administrator and Human Resources to get a timeframe for this training; the last time it was done, people attended as they were available; currently the Police are doing joint training at St. Joseph's with Fire, MACC and the Nashua Police.

Safety Awards: Arene Berry would like to put pool staff awards off until 2024 since there are a lot of new employees this year and she would like them to have some experience and earn the awards.

Annual/PRIME training: Derek indicated there is a way to do the training or access the training and to track who has done it. Human Resources is the lead on this.

ACTION ITEMS: Eric Schelberg stated a comprehensive review of the JLMC Manual needs to be done to be sure it has been updated. Michael Goldstein will make sure this gets looked at, it was reviewed in 2020, but it may not have been a "comprehensive review."

This needs to go to the Board of Selectmen for review and approval.

- IV. **New Business:** A new person needs to take over the JLMC Chair position to fill the remainder of 2023; it should be a non-management person since it was management the last time. The Town of Milford made the decision to switch a management and non-management person each year as Chairman. Mike Goldstein has agreed to stay on JLMC as Chair. Gary Daniels asked who is non-management that is on the committee? Glenn MacFarlane is not present today; and there is not a quorum, this will be taken up again at the next meeting September 12
- V. **Roundtable:** The next JLMC meeting is scheduled for September 5, which is the day after Labor Day weekend, all members agreed to have the next meeting September 12, 2023 and will be held Fire Department. Gary Daniels has been working on making sure Committee and Board members are up to date on the website and the minutes are up to date on the website. There are some early 2023 JLMC minutes not listed on the town website. Mike Goldstein will talk to Chris Gentry about getting the JLMC portion up to date.
- VI. **Scheduled 2023 JLMC meetings:** March 7, 2023; June 6, 2023; September 12, 2023; December 5, 2023

JLMC Safety Program Review (biennial): Due March 2023 (pending)

- VII. **Adjournment:** Meeting was adjourned at 9:18 am on motion by Darlene Bouffard, seconded by Eric Schelberg. All were in favor.