

TOWN OF MILFORD  
JOINT LOSS MANAGEMENT COMMITTEE (JLMC)

MEETING MINUTES (AT MILFORD FIRE)

MARCH 7, 2023 (APPROVED)

**Attendees:** Michael Goldstein-Chairman (Fire); Gary Daniels (BOS); Eric Schelberg (Ambulance), Betsy Solon (Library); Mike Viola (Police); Leo Lessard (DPW); Arene Berry-Vice Chair (Parks & Rec); Glenn MacFarlane (DPW); Ray Anderson (MACC); Derek Martel (Primex); Darlene Bouffard-Secretary (Comm. Dev.); Kathy Prevey-Levin (Library)

**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)

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

- I. **Approval of Minutes** (12/6/22): A Berry asked to amend the 12/6/22 minutes. D. Bouffard moved to approve the minutes as amended. A. Berry seconded. All were in favor.

II. **Reports of Committees:**

- A. **Accident Investigation Committee:** Leo Lessard indicated there have been 3 accident reports, one was a truck driver that hurt their back due to pulling forward in the truck too quickly; the driver is familiar with the equipment but just put it in forward too fast, no recommendation needed. The second accident report was an EMT going downstairs and slipped on a front stoop, pulling her calf, injury was a strained calf, recommendation is to always make sure there is good footing. The third accident was a cannister thrown at an officer's head; the person had been huffing and threw it at an officer causing a laceration; no further injury and the officer went straight back to work.
- B. **Facility Inspection Committee:** Glenn MacFarlane has been checking all the EXIT signs, a couple of issues have been noted on them, some needed to be changed; he will continue to check them all to make sure they are functioning properly. Extension cords were also noted, and are used more than they should, employees need to be conscious of where items are plugged in and not over use the extensions. One fire extinguisher needed to be replaced. Departments with a lot of equipment and electrical panels and aisles require employees to be more conscientious of where equipment is placed and allow 18" side to side for a way to get to any panel. Everything else seemed okay, the lighting is continuing to be a work in progress, as it is different from office to office (size and type).

### III. Ongoing business:

**Safety Data Sheets:** Eric Schelberg is working with Community Development on getting the SDS layer on GIS, it is a work in progress.

**COVID-19 Updates:** Covid is still out there. There are employees testing positive; Betsy Solon noted that the Library has 2000 test kits available that were provided by DHHS if anyone needs some, let her know, they expire in September 2023.

**Panic Alarms:** M. Viola said the panic alarms are tested every six months and will be done in the next few weeks; Captain Pelletier will be checking and provide results to Glenn MacFarlane. Ray Anderson also asked for a copy of that report.

**Active Shooter Training:** Chief Viola stated this needs to be set up with Karen Blow and Lincoln Daley. This should at a minimum be done with new employees and get the information out to others; last time this was done for the Town employees and the two Captains and Chief are working on getting training at Town Hall again and for the Schools. Michael Goldstein asked what is done for that training? Chief Viola indicated Captain Pelletier is the one that did the training last time, he will check with him.

**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:** mandatory training for the town, M. Goldstein asked are the employees printing out the certificates then this is accomplished? Chief Viola is trying to have a two-year cycle on this training. A. Berry said she sends the certificates to HR. M. Goldstein asked if it can be done automatically so it is sent to Primex? The certificates can be printed out for the Fire Department, but can Primex be automatically notified? Chief Viola said it is up to each department to have the employees print the certificate.

**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."

IV. **New Business:** Gary Daniels asked how often the LPM needs to be reviewed? Chief Viola believes it was reviewed and Primex approved it, Karen Blow might have that information.

V. **Roundtable:** Eric Schelberg said the PortaCount unit needs to be calibrated every year. The next JLMC meeting is scheduled for June 6 and will be held either at the Fire or Police Department.

- VI. **Scheduled 2023 JLMC meetings:** March 7, 2023; June 6, 2023; September 5, 2023; December 5, 2023

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

- VII. **Adjournment:** Meeting was adjourned at 9:28 am on motion by Arene Berry, seconded by Eric Schelberg. All were in favor.

APPROVED