Town of Swanzey Joint Loss Management Committee Meeting Minutes

Date: March 25, 2025
Start Time: 2:00PM
Location: Recycling Center

Attendance: Ashlee Crosby, Recreation; Ashley Nash, Recreation; Chris Levy, Code Enforcement; Josh Whipple, Recycling; Charles Harbeck, Recycling, Sharon Bissell, Recycling; Nick Keane, Recycling; Scott Patnode, DPW; Eric Mattson, Fire Department; Andy Fisher, Fire Department; Christine Elliott, Police Department; Colby Zilinski, Police Department; Meagen Kerris, Human Resources

New Business: New Training Component

2024 Training: **Feb-Battery Safety**; May-De-Escalation Methods**;** August-Recreation Activity Safety; Nov-Mandatory Reporting for Minors
Safety Policies Review
Binders for JLMC Minutes

Discussion of having a couple of employees per inspection site review the JLM inspection list every 3 months to have more engagement and follow through on improving scores.

Discussion of active threat training in facilities.

Old Business: Health & Safety Training(5 Hours Required Annually)
Training Overview Per Department:

No updates

Brief overview from Meagen Kerris on the Emotional Support information she provided at the November 2024 meeting.

I. Review Draft Minutes of Previous Meeting

The committee reviewed the November 2024 minutes; Christine Elliott made a motion to accept the minutes, seconded by Josh Whipple.

II. Accident/Injury Review

There were three incidents to report. Employees reported it right away. Two falls and one scrape. Employees discussed how they could avoid these incidents going forward.

III. Completed Inspection Update

IV. Inspections completed : Town Hall, Richardson Park, Brown Field, Lane Field/Maint. Barn, AA Park. Fire Stations 1, 2 and 3.No updates available for past inspections.

V. <u>Policy Statement and Goals 2025</u>

<u>From 2023:</u>
<u>Policy Statement:</u>
The Town of Swanzey's Joint Loss Management's purpose is to bring workers and management together in a non-adversarial, cooperative effort to promote safety and health in each workplace, provide safe conditions for the public and to pro-actively minimize incidents in all departments and agencies.

Through active involvement from all departments, a core set of integrated activities will occur by setting goals to meet with the committee's purpose.

Goals:
Quarterly meetings to review incidents, safety inspections and to generate recommendations from these reviews.

To conduct annual facility inspections

To work with elected officials, managers and employees to promote safe methods and working conditions through education and training.

VI. JLMC Training Segment – Battery Safety

There was a motion made by Josh Whipple to adjourn. A second by Sharon Bissel. Meeting ended at 3pm.

Respectfully Submitted,
Meagen Kerris, Human Resources Coordinator