

TOWN OF MILFORD  
JOINT LOSS MANAGEMENT COMMITTEE (JLMC)

MEETING MINUTES (AT MILFORD FIRE)

DECEMBER 14, 2023 (APPROVED)

**Attendees:** A. Berry (acting Chair); Gary Daniels (BOS rep); Mike Viola (Police Chief); Darlene Bouffard-Secretary (Comm. Dev.); Kathy Prevey-Levin (Library); Leo Lessard (DPW-Director); R. Stanchina (Fire); Craig Conant (Fire); Eric Schelberg (Ambulance)

**Quorum:** 12 voting members, 8= quorum; non-voting= Town Admin, HR, BOS rep, Primex

**Absent:** Ken Flaherty (Fire); S. Parmenter (MPD); Betsy Solon (Library), L. Daley (Town Admin); Ray Anderson (MACC Director); Glenn MacFarlane (DPW); Rodney Dunn (MAS); K. Blow (HR)

Arene Berry asked if there is a non-management person that could take over the Chairman position for January-December 2024? Today, A. Berry is filling in as Chairman until a replacement Chair is named, it must be a non-management employee. C. Conant indicated he could take the position, but this is his first meeting ever. This will be discussed later today.

The meeting was called to order by Arene Berry at 9:01 a.m.

- I. **Approval of Minutes** (9/12/23): Eric Schelberg indicated there is a correction to the 9/12/23 minutes as it lists him as being present, but he was away for that meeting. The change was noted for amended minutes and there were no other amendments. D. Bouffard moved to approve the minutes of September 12, 2023 as amended. M. Viola seconded. All were in favor. Motion passed.

II. **Reports of Committees:**

A. **Accident Investigation Committee:** Leo Lessard indicated there were a few incidents to report:

- i. **Police Dept** – outside behind the building there were icy conditions in the parking lot at the first shift causing a slip; no lost staff time.
- ii. **Police Dept** – bite and scratch when removing an autistic person from a store causing injury; no recommendations for correction; cannot be helped, nothing could be done differently; lost one day of work.
- iii. **EMT** – strain to right hip, patient on a chair stair and the strap fell in front of the wheel; employee twisted ankle; no lost time.
- iv. **EMT** – strained wrist performing extensive CPR, no time lost.
- v. **WWTF** – in a meter pit it was a tight area, recommended using proper requirements; no time lost.
- vi. **EMT** – ankle strain, outdoor stairs, missed last step, just misjudged but able to break fall; no lost time.

- vii. **MFD** – face laceration from equipment – equipment coming off truck, recommended using proper procedure; no lost time

Riley Stanchina indicated the Fire Dept is looking to apply for a grant for equipment that could address for some of these types of situations.

**B. Facility Inspection Committee:** G. MacFarlane was not present.

### III. Ongoing business:

**Safety Data Sheets:** The Safety Data Sheets (SDS) have been created on a cloud drive by IT and the town SDS are on there; each department can upload to update its folder. This is a non-secure folder. E. Schelberg explained that is okay, since we are a public entity. This item can come off the JLMC agenda since it has been completed. If a new chemical is used in a department, it needs to be added by the IT department to be loaded.

**Panic Alarms:** M. Viola said that Captain Pelletier is up to date on this and it is checked every 6 months.

**Active Shooter Training:** M. Viola needs to set this up, it was just done at the hospital.

**Annual/PRIME training:** A. Berry indicated the safety award is for a person or department that has had no violations; at this time we are looking for nominations for an award typically given at deliberative session. R. Stanchina asked if there are any departments that have no incidents? E. Schelberg feels it is worth noting even if a department is just acknowledged for having no incidents. R. Stanchina would like to go through the accident reports for 2023 and publicly recognize the employee or department. R. Stanchina moved to review the accident reports to see if any departments are accident free. M. Viola seconded. All were in favor. Motion passed. A. Berry said we can do the acknowledgement at the June staff luncheon, instead of the deliberative session. E. Schelberg and L. Lessard will review the reports for the next JLMC meeting.

**ACTION ITEMS:** Karen Blow noted by the end of 2023, this committee needs to get any changes to the JLMC Manual and get the pages sent off for BOS approval for 2023 then Milford will be in compliance by March 2024.

- IV. **New Business:** Election of new Chair. R. Stanchina nominated Craig Conant as Chair of JLMC. C. Conant accepted the nomination. There were no other nominations. This is for one year- 2024. M. Viola seconded. All were in favor. Motion passed.
- V. **Roundtable:** The 2024 JLMC schedule was discussed and the need for a quorum which can be affected by schedules and availability. In order to get a quorum to attend, it was suggested that a revised schedule be adopted for the quarterly meetings to be held February, May, August and

November. R. Stanchina moved to adopt the revised schedule and accommodate other needs as they arise. E. Schelberg seconded. All were in favor. Motion pass.

It was mentioned that there are no representatives in certain departments, and should that be a consideration moving forward (Finance, IT, WWTF). It is difficult for the emergency management Departments to attend due to the schedules (Ambulance, Fire, Police, DPW). M. Viola feels there should be an option for members to designate another employee if they must be absent – this should be stated in the JLMC Manual. E. Schelberg moved to have a non-management representative or designee option identified in the JLMC Manual. M. Viola seconded. All were in favor. Motion passed.

R. Stanchina asked if a zoom option could be made available for these meetings? A. Berry indicated in that case, there would still need to be a quorum physically present at the meetings, so it will not really help.

Agendas and minutes on the website – The Chair should send the agenda early enough for employees to plan what will be discussed and to allow for the agenda to be posted on the website for the public. Minutes will be processed and sent to members as a draft, once minutes are approved by the committee, they will be loaded on the website.

- VI. **Scheduled 2024 JLMC meetings:** Dates selected in 2024: February 6, May 7, August 6 and November 5.

**JLMC Safety Program Review (biennial):** pending – must have complete not later than March 2024.

- VII. **Adjournment:** Meeting was adjourned at 9:43 am on motion by R. Stanchina, seconded by E. Schelberg. All were in favor.