

Town of Deerfield
Joint Loss Management Committee
Minutes of Meeting on 8/3/21

In Attendance: Ray Ellis, Nick Lawrence, Denise Greig, Dianne Kimball, John Harrington, Kim Crotty

Ray Ellis called the meeting to order at 10:00 am and welcomed new member Kim Crotty. Minutes of the 5/17 meeting will be reviewed at the next meeting.

1. Denise gave overview of P3 program: 2021 Primex P3 renewal will be open 7/21/21 to 9/7/21. Our Primex representative advised us to file as a renewal; this year will see separate applications for property/liability and workers comp policies.
2. Ray asked Denise to summarize the Temporary Alternate Duty (TAD) policy and proposed changes: TAD is governed by NH statutes and regulations. In 2013, the BOS approved the Town of Deerfield TAD policy. Denise led the JLMC in the review and discussion of the TAD materials. Based on this review, Kim C. moved that the JLMC recommend that the BOS replace the current TAD "I. Policy" with the sample Primex "Policy Statement". Diane seconded and the motion passed.

The JLMC recommends that:

- a. The BOS adopt the recommended TAD policy language which is based on Primex guidance.
 - b. The BOS instruct all department heads and employees to assist the JLMC and Town Administration with the improvement of position job descriptions by the end of October 2021.
 - c. The BOS complete any necessary review of updates by December 2021.
3. The quarterly review of claims revealed no new incidents since February. Nick reports that P&R had no new incidents since the reopening of the summer camp 6 weeks ago – job well done!! Denise will draft a checklist for the Gazebo Field; it did not have its own checklist.
 4. Ray addressed the training schedule. P&R and Veasey had training re emergency response, covid and harassment. Upcoming topics include: (1) slip trips and falls, (2) PPE, and (3) back injuries. Primex offers online sessions but an alternate is a lunch meeting. Team noted certain trainings are conducted by department as per certifications / licenses require. To further promote safety, Ray encouraged the JLMC to meet off-site so all staff can share safety concerns with the JLMC.

The JLMC also discussed cybersecurity which is a growing concern for Primex. Committee member were urged to take the online Primex cybersecurity courses so we can encourage all employees to take the most effective and succinct training. John provided an update on Town efforts on this front. The emphasis is having everyone use caution in opening emails and recognizing bogus addresses.

The JLMC also discussed the annual review of the Safety Policy. It states the BOS role is to work to keep employees safe. The JLMC will continue to identify areas where there are safety concerns and remind all that safety is a job for everyone!

5. New Business: The next JLMC meeting will be held October 19, 2021 at 10:00 am. Site TBD. Safety inspections will continue August 10, 2021 at 9:30 am at Town Hall.

Motion to adjourn by John, seconded by Nick, meeting adjourned.