

Minutes of Joint Loss Management Committee Meeting (JLMC) Of 10-5-2017

On October 5, 2017 a meeting of the JLMC was held in the Marston School Building, in attendance were, Tom Sutton, Marion Moore, Debbie Dupuis, Amy Huter, Steve Foster, Tammy Fauteux, Julie King, Kevin Carpenter, Maurice Tibbetts and Bryan Lamirande.

The meeting was called to order at 1:00 pm

The minutes of June 1, 2017 were reviewed.

It was noted that the Vice Chair's last name was misspelled in the minutes and will be corrected.

Motion by Debbie Dupuis and second by Bryan Lamirande to accept the June 1st minutes. All in favor.

Review of Accident Reports:

There was one accident/incident investigation reports reviewed.

The accident investigation report with occurrence date of September 22, 2017 involved a teacher who was standing next to the text book cart and injured their right knee when their foot became caught under the cart, causing the knee to twist.

The committee has no recommendation for this accident.

Review of Roles and Responsibilities:

The committee reviewed the terms of office as it relates to the rotation of officers and determined that Tom Sutton shall continue as Chair, Debbie Dupuis as Vice Chair and Scott Huot as Recording Secretary until October of 2018. There was no discussion as to how the positions would rotate at that time.

The next order of business related to the responsibilities and written instructions for Administrators and staff to report and investigate a work related accident. The committee shall review the memo and other documents relating to reporting instructions and make recommendations for improvements to be incorporated into the Loss Management Manual.

Building Inspections:

In order to complete the building inspections in a timely manner the committee decided that the Building Principal would **inspect their building** with the assistance of one other committee member. The teams shall conduct the inspection of their buildings with the report emailed to the entire committee by October 26th. The inspection teams shall coordinate their inspections times.

Brown School: Amy Huter and Tom Sutton

Hillside Elementary: Julie King and Bryan Lamirande

Berlin Middle School: Tammy Fauteux and Marion Moore

Berlin High School: Kevin Carpenter and Maurice Tibbetts

Marston School: Debbie Dupuis and Scott Huot

Bus Garage: Tom Sutton and Steve Foster

Other:


- The committee asked that Scott begin replacing all burnt exit lights right away and if the location of any are known to send him an email letting him know where they are.
- Building Principals were reminded to make sure their permit to operate a place of assembly is adjusted now that bleacher rows have been removed at the Middle School and High School gyms.
- Bryan Lamirande shall bring in the Primex member self-assessment documents for review and completion by the committee.

The next meeting of the JLMC is scheduled for Thursday, November 2nd in the Marston School at 1:00PM.

Adjourn

Kevin Carpenter made the motion to adjourn, seconded by Marion Moore. All in favor

The meeting adjourned at 2:00 PM

Recording Secretary/Chair 

Approved: 11/2/17