



TOWN OF STRATHAM

INCORPORATED 1716

10 BUNKER HILL AVENUE • STRATHAM NH 03885

VOICE (603) 772-7391 • FAX (603) 775-0517

JOINT LOSS MANAGEMENT COMMITTEE MEETING MINUTES

Meeting details

Wednesday October 4, 2023

Hutton Room

Stratham Municipal Center

Stratham, NH 03885

1:00 – 2:00 pm EST

Call to order – 1:05pm EST

Roll call by Secretary

- Present at the meeting:

Chairman: “Vacant”	Secretary: Jenn Schaaff
Police Chief: Anthony King	Jess Harrington
HR: Christiane McAllister	Karen Richard
	Judy Fingerlow
	Nate Wish

- Absent from the meeting:

	Leah Richard
--	--------------

Visitors: There were no visitors present for this meeting.

Minutes of previous meeting

- Motion: Chief King made a motion to accept the minutes as read.
- Second: Nate Wish
- Opposed: none
- Abstain: none
- All: All voted in favor

Inspections:

Jenn advised that all inspections are being completed on a monthly basis by the Facilities Manager, Jason Pond. Quarterly inspections by Dept. Head will be coordinated with Jenn until a Director of DPW is hired.

Life Safety Equipment:

MC AED was put back into place. Two (2) AED's are still on order should be getting delivered today and DPW will install when received. Judy asked about the one for the library, Jenn advised she would check on the status.

****Update after meeting: All AED's were received and installed****

Trainings:

Jenn met with Chief Denton on Tuesday October 3rd to discuss training for staff on AED, CPR and Fire Extinguishers.

Information from Chief Denton via email was read at the meeting. Jenn will discuss with David and bring information back to the JLMC committee. Karen asked if all staff had to participate in the training, Jenn advised that may be up to David but will ask.

Email from Chief Denton:

Per our conversation today, here are the specifics we discussed concerning Fire Extinguisher/CPR/ AED training:

We have a lead instructor (John Dardani) who can facilitate the CPR/AED training as well as people who could teach the Fire Extinguisher training.

I am not currently funded via my fire department budget for training of outside agencies beyond our own FD personnel. Our Day shift is primarily responsible for station/apparatus readiness and emergency response duties so I am not able to have them provide training on shift. John is willing to do the training in a contractor status outside of the FD and invoice the town accordingly.

The CPR/ AED training is required to be no less than 3 hours for American Heart Association certification requirements so we would need to have at least 3 hours for that training and maybe another 30 minutes for the Fire Extinguisher familiarization training.

Cost is \$45/hour per instructor (1 per every 10 trainees) and \$25 per person for the CPR certification card. You can plan on about \$385 for every 10 people you would like to attend the class or \$38.5 per student for planning. That includes the 3.5 hour class and CPR card from American Heart Association. CPR/AED is required to be **recertified every 2 years** at the same cost per person.

The easiest way to do this is to have all town employees needing the class to do it at the same time on a Friday afternoon when you could shut down the town offices and focus on the training. That would be the most cost effective way to do it and the most efficient. It would require some prior notification of residents but could also be a good public relations story that we are making sure our town facilities are as safe as possible for our citizens by doing this training.

Hopefully this will help you to gain town approval for this training and we can work out a time to schedule it. If you have any other questions please feel free to contact me.

Regards,

Jeff

HR Reportable Injuries:

Christiane reported there was one injury to a seasonal camp counselor due to a tripping accident while carrying equipment. Individual was work released. Incident was preventable.

Other Items:

No other/new items

Action Items:

- Jenn: follow up with David re: training and report back to committee.

Next Meeting: No date set yet.

Adjourn the Meeting

Motion: Chief King made a motion to adjourn the meeting.

Second: Jessica Harrington

All: All voted in favor.

Time: 1:26pm EST.