



TOWN OF STRATHAM

INCORPORATED 1716

10 BUNKER HILL AVENUE • STRATHAM NH 03885

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JOINT LOSS MANAGEMENT COMMITTEE MEETING MINUTES

Meeting details

Thursday, June 22, 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: Nate Mears	Secretary: Jenn Schaaff
Police Chief: Anthony King	Kate Drago
	Karen Richard
	Judy Fingerlow
	Nate Wish
	Leah Richard

- Absent from the meeting:

Christiane McAllister	
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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: Karen Richard
- Opposed: none
- Abstain: none
- All: All voted in favor

Inspections:

Nate and Jenn discussed a new process for inspections going forward. The facility manager will perform inspections monthly, while the Department Heads will perform inspections annually in April and will report to Chairman prior to the May meeting. Jenn mentioned that a binder will be placed in each facility with a checklist for the facility manager and department head to utilize. One year of inspections will remain in the book for reference. If there are any questions at the facilities regarding the inspections let Nate M know. The date of inspections will be communicated using the Outlook calendar, will be between the 3rd and 4th quarter. A policy will

be developed and a copy will be provided to each department head and will be in the facility binder. If there is a reportable problem at the facility, employees should notify their Department Head, the Department Head should notify the HR Administrator.

Life Safety Equipment:

Nate advised that he is working with the state to purchase 2 new AED units.

One new fixed wall unit will be installed in the proximity of the main reception counter of the Wiggin Memorial Library. One will replace the out of date unit within the lobby of the Municipal Center. The former inactive unit that was mounted in the Municipal Center lobby will be recalibrated and installed at the Department of Public Works facility. Nate M. is working with Chief Denton to have the extra unit that is in a box at the fire station brought over to the MC and set up as soon as possible as the MC is currently without a unit. Nate W will follow up with the Chief on the status of this.

Nate Wish asked if the Fire Department should be the ones to inspect the units monthly. Nate Mears advised it should be as the Fire Department has trained medical personnel that knows best what to look for. This will be outlined in the policy when it comes out.

Trainings:

Nate M is working with a contact at the State of NH and the Stratham Fire Dept to provide a 2 hour training session on CPR/AED. Waiting on cost and date availability. Nate M confirmed with Chief King that the PD has mobile AED units which the officers take on duty. Chief King also confirmed the PD checks their units.

Nate M is working with Chief Denton on holding a Safe Fire Extinguisher training session. Nate W mentioned that he has helped with these in the past.

HR Reportable Injuries:

Kate advised she spoke with Christiane just before the meeting and there were no reportable injuries.

Other Items:

No other/new items

Action Items:

- Nate M: Work with State and FD coordinating trainings
- Nate W: Follow up with Chief Denton on AED getting from FD to MC.
- Jenn: Complete Inspection process, checklist and binders. Distribute binders next week.

Next Meeting: September 14, 1pm EST.

Adjourn the Meeting

Motion: Kate Drago made a motion to adjourn the meeting.

Second: Chief King

All: All voted in favor.

Time: 1:21pm EST.