

**Approved Minutes - JLMC Meeting
Tuesday, December 13, 2016 – Bartley House
4 North Lowell Rd, Windham NH**

Bill Martineau called the meeting to order at 9:07 am.

Members Present: Cheryl Haas (Non-Union), Deputy Fire Chief Bill Martineau (Management), Dave Poulson (Management), Pat Robertson (Fire Union). Also present was Jennifer Simmons, Selectmen Liaison.

Members Excused: Chris Van Hirtum (Police Union), Jennifer Zins (Municipal Union), Nicole Bottai (Management.)

Minutes – October 18, 2016

Pat Robertson made a motion to accept the minutes of October 18, 2016; seconded by Dave Poulson, the vote carried 4-0.

Old Business:

Panic Alarms: There is a quote for the panic alarms, which has been approved by Dave Sullivan. There has been difficulty in getting in touch with the vendor for installation. After some discussion, Dave Poulson will reach out to the vendor one last time and let the Committee know the status.

Fire Extinguisher Training: The training was held in November and all went well.

Health and Safety Policy: The Committee was tasked with reviewing the Safety Policy, as is the charge of the Committee to do annually, and there were no recommendations for any changes.

Forms – Life Safety and Building Inspections: The forms were proposed at the October meeting by Dave Poulson. Pat Robertson made a motion to approve the forms; seconded by Cheryl Haas, the vote carried 4-0. Dave Poulson will move forward with the forms.

EAP – Pat Robertson is updating the EAP's. Cheryl Haas will be working on one for the Town Beach.

New Business:

Incident/Accident Reports: The Committee reviewed two reports. Suggestions such as wearing protective gear as well as using a strap while using a dolly were recommended to the two Departments.

Elections: As Bill Martineau is retiring on 1/31/17, a new Chairman is needed for the Committee. The rotation dictates a non-management employee take on that position. Dave Poulson made a motion to nominate Pat Robertson as JLMC Chair; seconded by Cheryl Haas; the vote carried 4-0. Cheryl Haas made a motion to nominate Dave Poulson as Vice Chair; seconded by Bill Martineau; the vote carried 4-0. Bill was thanked for all of his work while serving on the JLMC Committee.

The next meeting is scheduled for Tuesday, March 21, 2017 at 9 am at the Bartley House, 4 North Lowell Rd, Windham NH.

Pat Robertson made a motion to adjourn at 9:50 am; seconded by Dave Poulson; the vote carried 4-0.

Respectfully Submitted:

Cheryl Haas
Recreation Coordinator