

DRAFT

Meeting of the Richmond Joint Loss Management/Safety Committee
September 28, 2015

The Safety Committee convened at 5 PM at Town Hall on September 28, 2015. The following were present : Melanie Ellis, Chairman; Carol Jameson, Secretary; Christin Daugherty and Kathryn McWhirk, constituting a quorum.

The minutes of the prior meeting were approved, with corrections. The approved minutes will be filed with the town clerk and the Selectmen's office.

Jameson summarized the purpose of the Committee and reported on the status of the department safety checklists. To date, the library is the only department that has completed and submitted a checklist. Ellis will supervise the preparation of checklists for the Fire Department and Emergency Rescue. Jameson will supervise the preparation of the checklist for the Board of Selectmen, covering their space in town hall and all of the Vet's Hall. Jameson will circulate the sample checklist to the remaining departments.

The committee then reviewed procedures and projects, especially the safety manual, safety checklists by department and the safety summary form that must be filed with the State of New Hampshire every two years.

The next meeting is scheduled in two weeks, in order to go over the safety checklists submitted by the departments. The Committee will remind the departments to have their checklists ready in advance of the next meeting on November 9 at 5 PM.