

**MOUNTAIN LAKES DISTRICT  
JOINT LOSS MANAGEMENT COMMITTEE MEETING  
September 9, 2019  
\*UNAPPROVED\***

**Call to Order:** Mike Roberts called the meeting to order at 3:06 pm.

**Roll Call:** Commissioner Mike Roberts (ex-officio), Linda Johanson, Kristi Garofalo and Don Drew were present.

**Residents/Guests Present:** Rick Alpers, Risk and Members Consultant from Primex, and Bob Long.

**PRIMEX JLMC TRAINING:** Rick Alpers went through the basics of forming a Joint Loss Management Committee (JLMC or "Safety Committee"). A JLMC is required when an employer has 15 or more employees and Rick Alpers said elected officials, part-time employees, and seasonal workers should be included in that count so the District definitely meets that requirement. He said the JLMC should have equal representation of management and employees and meet at least four times a year. Meetings should be posted as for any public meeting, minutes should be taken, posted and approved at the next meeting, and agendas should be used. He said the Department of Labor (DOL) is the enforcement agency for safety rules and regulations and they do levy fines for violations.

The following points were discussed at the meeting:

- A written safety program is required by the DOL – ***Rick Alpers will send a sample/template program the JLMC can work from.*** Once written, the safety program will need to be updated every five years (and the DOL does check to see if it's current).
- Each of the District's buildings should be inspected yearly. Rick Alpers gave out copies of the Primex General Building Checklist that can be used for those inspections.
- Rick Alpers said copies of any safety-related training certifications/receipts received should be filed in the employee's personnel file (DOL will look for those).
- Safety Data Sheets (SDS) on cleaning solutions, chemicals, etc. should be kept in central notebooks, one at each building. Hazardous Materials cabinets should be used for storage of chemicals and hazardous products.
- First Aid kits should have a log attached to be completed each time the First Aid kit is used.

After discussion, the Committee agreed:

- Mike Roberts will serve as chair for the rest of 2019.
- The Committee will hold one more meeting before the end of the year on Wed. Dec. 11, at 3:00 pm at the District Office.
- Everyone will review the JLMC materials from Primex.
- Everyone will bring five safety-related items to address at the next meeting.

The meeting adjourned at 3:58 pm.

Respectfully submitted by,  
Kristi Garofalo