

**MOUNTAIN LAKES DISTRICT
JOINT LOSS MANAGEMENT COMMITTEE – ZOOM Meeting
March 10, 2021**

Call to Order – Chair Mike Roberts called the meeting to order at 6:01 pm. He read a statement that the Committee was authorized to meet electronically due to the declared state of emergency (COVID-19), that the meeting had been properly noticed and information given to the public on how to join the meeting via Zoom Video Conferencing, and that all votes would be by roll call, in accordance with the provisions of the Governor’s emergency order.

Roll Call: Chair Mike Roberts (alone), Linda Johanson (alone), Don Drew (alone) and Kristi Garofalo (alone) present via Zoom. Katie Beckley was absent and excused.

Public: NONE

Approval of Minutes – Feb. 26, 2020: Linda Johanson moved to approve; Don Drew seconded. Roll Call Vote: Mike Roberts-Aye, Linda Johanson-Aye, Don Drew-Aye, Kristi Garofalo-Aye and motion passed.

Approval of Agenda: Linda Johanson moved to approve; Don Drew seconded. Roll Call Vote: Mike Roberts-Aye, Linda Johanson-Aye, Don Drew-Aye, Kristi Garofalo-Aye and motion passed.

NEW BUSINESS:

TRAINING SINCE LAST MEETING: The Committee hasn’t met since Feb. 2020 due to the COVID-19 pandemic. Mike Roberts and Linda Johanson noted they took some of the Primex safety classes during that time and will provide Kristi Garofalo with the certificates for the office files.

NH DOL INSPECTION: Friday, March 19 at 10:00am at the District Office – The Committee agreed Mike Roberts, Don Drew, and Kristi Garofalo will be present for the inspection; Linda Johanson can join if desired.

• **5 Suggested Ways to Prepare:**

- Written Safety Policy: The Committee reviewed the latest draft of the Safety Policy. After discussion, Linda Johanson moved to accept the Safety Policy; Don Drew seconded. Roll Call Vote: Mike Roberts-Aye, Linda Johanson-Aye, Don Drew-Aye, Kristi Garofalo-Aye and motion passed. The Committee agreed to forward the approved policy to the Commissioners. ***Kristi Garofalo will make paper copies of the policy for Linda Johanson and the inspector, and have some in the office for future hires.***
- Safety Summary Form: Filed with NH DOL in March 2020
- JLMC: ***Kristi Garofalo will make copies of meeting minutes for the inspector.***
- Compliance Posters: Kristi Garofalo said she did start the poster subscription approved at the last meeting; ***she and Don Drew will double check that the compliance posters are properly displayed.***
- WC Proof of Insurance: ***Kristi Garofalo will check that the proof of insurance is posted with the other compliance posters.***

• **Other Preparation Items:**

- Boiler and Stairlift Inspection Certificates: ***Don Drew will make copies of the current certificates for the inspector.***

OLD BUSINESS:

BLOODBORNE KITS: Don Drew said there is one in the Snack Bar and one in the pool house. Since neither the Snack Bar nor the pool were open in 2020, ***Don Drew will check on the kits to see if they need re-stocking.***

CONFINED SPACE ENTRY: The Committee reviewed the manual's policy for CSE and noted Appendix B and C are shown in the manual, but questioned what and where Appendix A was. ***Kristi Garofalo will check on Appendix A and let the Committee members know.***

PERSONAL PROTECTIVE EQUIPMENT – LIFE VESTS: The Committee agreed life vests should be inspected and inventoried prior to the 2021 summer season.

FLAMMABLE LIQUIDS: Don Drew said the new flammable liquids cabinet was placed in the lower level of the pool house.

FIRST AID LOGS: Kristi Garofalo said a band-aid was needed for a paper cut during the recent voter mailing "stuffing party" and ***she will make sure it is noted on the First Aid Log for the Snack Bar kit.***

ANNUAL BUILDING INSPECTIONS: Don Drew reported he's using a "Primex Annual Building Inspection Checklist" for each MLD building. He has copies of the 2020 inspections and is in process of doing the 2021 inspection. ***Don Drew will continue to inspect the buildings and address any issues found; he will also create inspection report files for each building.***

SAFETY DATA SHEETS/HAZARDOUS MATERIALS STORAGE: Don Drew said there are SDS sheets at the pump house, in the cabinet in the Snack Bar, and one at the Lodge in the storage room with the emergency kit. The Committee discussed having a master SDS book in the office; ***Don Drew will work on creating one.***

OTHER SAFETY-RELATED ITEMS:

COVID-19 RESPONSE: The Committee discussed the District's response to date and agreed it has been on the conservative side for the safety of all. They agreed the Office and facilities closures, mask and sanitizer protocols, and beach policies worked for summer 2020, and hopefully can be lifted or loosened for summer 2021.

COMMITTEE COMMENTS: NONE

Next Meeting Date: The Committee agreed they want to meet after the NH DOL inspection to go over the results and discussed setting a date during the third week of April, possibly at 5:00pm, depending on Katie Beckley's availability. ***Kristi Garofalo will contact Katie Beckley regarding her schedule and let the Committee know so Mike Roberts can set a meeting date and time.***

Linda Johanson moved to adjourn, Don Drew seconded and motion passed. The meeting adjourned at 7:04 pm.

Respectfully submitted,
Kristi Garofalo