

**MOUNTAIN LAKES DISTRICT
JOINT LOSS MANAGEMENT COMMITTEE – ZOOM Meeting
April 20, 2021**

Call to Order – Chair Mike Roberts called the meeting to order at 5:05 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: Management Rep: Chair Mike Roberts (alone); Employee Reps: Katie Beckley (with family), Don Drew (with Shelley Drew) and Kristi Garofalo (alone) present via Zoom.

Public: NONE

Approval of Minutes – March 10, 2021: Don Drew moved to approve; Kristi Garofalo seconded. Roll Call Vote: Mike Roberts-Aye, Katie Beckley-Aye, Don Drew-Aye, Kristi Garofalo-Aye and motion passed.

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

NEW BUSINESS:

NH DOL INSPECTION RESPONSE: Mike Roberts led discussion of the NH DOL Safety Inspection Technical Report from the March 19 Safety Inspection. The report focused on review of MLD’s written Safety Program, the MLD Joint Loss Management Committee’s meeting minutes, and inspection of District locations. The DOL requires a written response by May 10 as to the District’s efforts to remedy the violations, and there will be a follow-up visit to confirm the violations have been corrected. The Committee discussed the following violations found along with steps being taken to resolve them:

- Lodge – uncovered electrical junction boxes in the boiler room – Don Drew said there were three or four uncovered boxes and covers have been installed on all of them.
- Pump House – boxes stored in front of electrical panel – Don Drew said access to the electrical panel has been cleared.
- Pump House – grinding wheel without safety guard – Don Drew said the machine has been removed completely.
- Lodge, Pump House and Snack Bar – trip hazards in oil tank room, annex and storage areas – Don Drew said all areas are in the process of being cleared and items removed. He also noted beach umbrellas stored in the back room of the Snack Bar should be secured when stored standing up and he will create a holder for them.
- Pool House and Pump House – no personal protective equipment (eye wash stations) – Don Drew said the pump house has a unit that can be re-activated to provide the 15-minute rated eyewash and he will check with Country Pools & Spa for recommendations on the appropriate system for the pool house.
- Pump House – stairs without handrail – Don Drew said he will build a handrail for the steps.
- Pool House and Lodge – no fire extinguishers, investigate if needed in pool house – Don Drew said he checked with Vermont Fire Extinguishers and the pool house does not require a fire extinguisher because it has a propane boiler, but the Lodge needed one and that has been installed. Due to possible contamination of the water supply if a regular fire extinguisher is used, a CO2 fire extinguisher has been placed in the pump house as well. Vermont Fire Extinguishers also inspected and recharged other District fire extinguishers and will perform future inspections annually.

- Pool House – investigate personal protective gear for handling pool chemicals – Don Drew said he will check with Country Pools & Spa for recommendations on protective gear.
- Lodge – light switches not readily accessible in oil tank room and boiler room – Don Drew said both light switches have been moved to be near the doors rather than within the room.
- Office – lighting for downstairs closets – Don Drew noted that both closets in the Snack Bar area should have lighting and he will be installing lights in both areas.

The Committee agreed Kristi Garofalo will draft and mail a letter response to the DOL with Don Drew's help and once all items are completed, a re-inspection date will be set with the DOL.

OLD BUSINESS:

ANNUAL BUILDING INSPECTIONS: Don Drew reported he's continuing annual building inspections and addressing any issues found; he is also in the process of creating 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 new flammable materials cabinet is in place and in use.

OTHER SAFETY-RELATED ITEMS:

LIFE VESTS AND FIRST AID KITS: The Committee discussed the need to replace old life vests and purchase more of the XL and XXL sizes. Katie Beckley will inventory the life vests and give the Office a list of sizes needed for purchase; she will also inventory first-aid kits and provide a list of items needed in them for the 2021 season.

OTHER COMMITTEE COMMENTS: NONE

Next Meeting Date: 3RD quarter meeting date to be determined.

Don Drew moved to adjourn, Katie Beckley seconded and motion passed. The meeting adjourned at 5:47 pm.

Respectfully submitted,
Kristi Garofalo