

**MOUNTAIN LAKES DISTRICT  
JOINT LOSS MANAGEMENT COMMITTEE  
December 10, 2019**

**Call to Order** – Chair Mike Roberts called the meeting to order at 3:04 pm.

**Roll Call** – Chair Mike Roberts (ex-officio), Linda Johanson, Kristi Garofalo and Don Drew were present.  
**Residents/Guests Present:** NONE

**Approval of Minutes – Sept. 9, 2019:** Linda Johanson moved to approve the minutes, Don Drew seconded and the motion passed.

**Approval of Agenda:** Kristi Garofalo moved to approve the agenda, Linda Johanson seconded and the motion passed.

**NEW BUSINESS:**

**Written Safety Program:** Kristi Garofalo shared a list of safety program templates on various subjects from Primex, along with several actual templates with subjects applicable to MLD. ***The Committee agreed to review the templates and bring suggested changes and additions to the next meeting.***

**Safety Summary Form:** Kristi Garofalo shared a list of Top 5 Things to Prepare for a DOL Inspection. One item was to file a Safety Summary Form with the NH DOL. After discussion, Linda Johanson made a motion that ***Kristi Garofalo complete the form and send it in***, Don Drew seconded and the motion passed.

**Annual Building Inspections:** Don Drew said he started looking at District buildings and found some issues he is in the process of correcting. After discussion, the Committee agreed ***Don Drew will complete the Primex Annual Building Inspection Checklists for each MLD building and bring the results to the next meeting.***

**Safety Training:** At the previous JLMC meeting, Rick Alpers from Primex said copies of any safety-related training certifications and receipts should be filed in employee files. After discussion, the Committee agreed ***Kristi Garofalo will send Committee members a link to Primex online safety training programs that could be made available to employees.***

**Safety Data Sheets/Hazardous Materials Storage:** Don Drew said SDS sheets for chlorine are already posted at the pumphouse. He said the Lodge and pool house should have an SDS notebook and ***Don Drew will make sure those are in place as soon as possible.***

**First Aid Kit Logs:** The Committee discussed first aid kits, where they are located, and what might be needed. ***Don Drew will go through existing kits at the Lodge and Snack Bar; he will also get one for the District truck. Kristi Garofalo will research first aid kit logs and what should be in them; then create logs for the District kits.***

Don Drew suggested the Committee hold a safety drill with all MLD employees prior to opening day of the summer season. The Committee agreed it was a good idea and put it on the agenda for discussion at the February meeting.

**Homework - Safety-Related Items:** Committee members each brought five safety-related items and wrote them on sticky notes to be grouped for discussion. The following items were duplicate or related items and were considered first priority:

- Required safety posters/emergency signs with location information – ***Kristi Garofalo will check that MLD safety posters are in compliance; Don Drew will look at location notices and post where needed.***
- Repair to Lodge top step/all Lodge steps – ***Don Drew said he will make the stairs a 2020 project and will replace the top step as soon as possible.***
- E Coli checks for Rec/Swim areas – The Committee agreed to work out a structured schedule for inspection/testing for the beach areas.
- Fuel cabinets/hazardous storage room – ***Don Drew will research cabinets for purchase.***
- Icy surfaces in parking lot/office steps/mailbox areas – ***Don Drew said he will make sand buckets available for use at the mailbox area and office front porch; he will also look at possibilities for the parking lot area (signage, sand container(s), etc.)***

Other safety items discussed include:

- From the Top 5 Things to Prepare for a DOL Inspection – Written Safety Program (in process), Safety Summary Form (in process), JLMC (Safety Committee) (active), Posters (checking for compliance), Workers Comp Proof of Compliance (posted)
- Smoke/Carbon Monoxide Detectors – ***Don Drew will check existing detectors and purchase/install others as needed.***
- Cell Phone Tower/Service for Emergencies in the District – The Committee discussed the need for cell phone coverage and agreed to support Town/District investigations into possible solutions.
- Security Cameras: Don Drew said a proposal to update the current system is in the 2020 budget.

**Next Meeting Date:** The Committee agreed to meet next on WEDNESDAY, FEB. 12TH AT 3:00 PM.

Mike Roberts moved to adjourn, Don Drew seconded and the motion passed. The meeting adjourned at 4:16 pm.

Respectfully submitted,  
Kristi Garofalo