

**JOINT LOSS MANAGEMENT COMMITTEE MEETING MINUTES
TOWN OF TROY**

Monday, February 14th, 2022

Members Present: Sarah Lashua (NS), Elizabeth Berry (NS), Richard HKS Thackston (NS), Tabitha DiRienzo (NS), Robert Norton (S)
(S-Supervisor, NS-Non-supervisor)

Ms. Lashua called the meeting to order at 11:00 A.M.

Public Comments: None

Old Business: None

New Business:

The committee met at the Police Department at 14 Central Square.

Sarah Lashua supplied each member with a Health and Safety Inspection form for each of the facilities the committee is inspecting today.

The committee toured the Police Department. A handful of items were addressed and need to be rectified. The emergency light fixture is broken and needs to be replaced with a new one. The exit door opens inward instead of outward. Ms. Lashua will check to see if this is required for this facility. There are some electrical cords in the hallway and office area that need to be covered or secured. All shelves, cabinets, and partitions are not free of loose items on top of them. The boiler/electrical room is not locked and needs to have any non-essential storage items removed. There is some clutter in the work areas and storage rooms that should be organized. The last recommendation the committee noted was that the fire extinguisher needs to be visible and readily accessible in case of an emergency. Otherwise, this facility is in good condition.

Next, the committee toured the Ambulance Bay which is connected to the Police Department. There were a lot of items on the Inspection Checklist that need to be addressed. The work areas and eating areas are not clean, sanitary, and orderly. The building storage areas are also not kept clean and orderly. There seemed to be Personal Protective Equipment scattered throughout the building and clutter around the furnace and water heater. All lockers, cabinets, and display cases need to be secured and free of loose items laying on top of them. There is a handful of extension cords being used and not secured. There was a small electrical heater plugged in and running when no one was in the building. That is a very serious safety hazard. The stairs in the building felt unsteady and are lacking mid-rails and toe boards to prevent falling. There is an unchained oxygen tank in the work/eating areas. The electrical panels were half labeled and there was some clutter in front of the panels that needs to be removed. The last item that the committee noted was that the exit door opened inward instead of outward. Ms. Lashua will also check to see if this is required for this facility.

The last facility toured by the committee was the Fire Station at 79 Fitzwilliam Road. The building was very neat, clean, and organized. The employees are aware of the Employee Evacuation Plan. However, there is no evacuation map posted. The buildings storage areas need to be kept clean and orderly. The water heater/boiler is in the bathroom and the door is not kept shut and locked. All cabinets, shelves, and partitions need to be free of loose items laying on top of them. Besides the above items that have been addressed, the department has done a good job keeping up with cleaning and safety requirements.

A majority of the committee members weren't familiar with the Lab 1403 RULES FOR EMPLOYEE SAFETY AND HEALTH. Ms. Lashua will provide the committee members with a copy at the next meeting.

The Committee reviewed and approved the minutes for November 10th, 2020 and May 11th, 2021.

MOTION to approve the November 10th, 2020 meeting minutes, Richard HKS Thackston, **SECOND** by Elizabeth Berry. **VOTES: 5-0-0.**

MOTION to approve the May 11th, 2021 meeting minutes, Richard HKS Thackston, **SECOND** by Robert Norton. **VOTES: 5-0-0.**

The Joint Loss Management Committee meeting adjourned at 12:08 P.M.

Next Meeting: May 9th, 2022, the committee will inspect the Town Hall and the Gay-Kimball Library.

Sarah Lashua
Administrative Assistant
Joint Loss Committee