

**Keene School District Joint Loss Management Committee
Meeting Minutes**

Minute Taker: Bill Gillard

Date of Meeting & Start Time: January 8, 2020 at 3:45PM

JLMC Representatives (Name & Title):

<i>Management Representatives</i>	<i>Employee Representatives (Non-Supervisory)</i>
Susan Grover – Alternative Principal	Charlene Gross - AKT
Ryan Margaitis – Assistant Principal (KAPS)	Shannon Fuller - PARA
Kenneth Dooley – Director B & G (Chair)	Theresa Quigley - KEA
	William Gillard - KEA
	Kathleen O’Leary - KEA

Lab 603.02: Must have equal numbers of employer and employee representatives or more employee than management representatives.

Committee Purpose: The purpose of a JLMC is to bring workers and management together in a non-adversarial, cooperative effort to promote safety and health in each workplace.

Meeting Discussions (Examples):

<p>1. Discussion -</p> <ul style="list-style-type: none">• Ken Dooley informs committee he will be inviting local and state officials to JLMC meetings to help train members about inspections and general safety items.• JLMC Member asks Ken Dooley When Hourly Staff Should Inspect Schools?<ul style="list-style-type: none">◦ Inspections should be done after school hours.
<p>2. Lt. Bates of Keene Fire Department training members on common NFPA violations found during the inspections of K-12 educational facilities. Discussion perused -</p> <ul style="list-style-type: none">• Lieutenant John Bates attended the JLMC to inform members about inspections performed by Keene Fire Department.<ul style="list-style-type: none">◦ KPD performs inspections, investigations, and complaints.◦ Schools - Inspections done by KPD by Dec 15th of every year.◦ All schools in Keene, even those outside of Keene School District◦ KFD uses fines as a last resort to solve violations.◦ KFD tries to help solve problems, not necessarily find the reason for the issue.<ul style="list-style-type: none">▪ For example with electrical issues, such as extension cords, they will work with schools to brainstorm solutions that will keep the school in compliance.◦ Inspections take a long time. KHS takes 2 full days each year.◦ KFD Recommendations to JLMC Inspectors<ul style="list-style-type: none">▪ Do your best.

- Don't feel overwhelmed about catching every violation or issue.
- Work to make improvements by finding issues each year and eliminate them for next year.
- New violations come up due to changing codes, not necessarily violations that were not found the year before.
 - SAU/School may respond with list of items that are now prohibited due to codes changing.
- Egress - Major issue looked at by DOL and by KFD
 - Fuller School Doors are in violation because they open into hallways.
 - Known issue that is planned on being addressed during construction in a couple years with Capital Improvement Plan (CIP)
- Excessive Combustibles
 - 20% for non-sprinklered schools
 - No combustibles in egress like doorways and hallways
 - Combustibles are classed A, B, C and KFD has a list it uses depending on burn rating.
- Clutter
 - Rooms have to be decluttered and old materials removed.
- Combustibles Not Removed
 - May be treated with fire retardant treatment
 - JD Preschool & Fuller School - Is chemical retardant harmful to children?
 - Is this creating a secondary hazard for students?
 - Is there another option for elementary schools because the kids are so oral?
 - What are other schools doing?
 - Keene is more compliant than most schools/districts according to KFD.
 - Fire retardant used by the District is less toxic than what is put on furniture, mattresses, clothing in factories before it is purchased (according to KFD)
- Sprinkler Heads
 - 18" rule is because stored items within 18" block sprinkler cone coverages.
 - Can create whole sections that are not covered by sprinklers.
 - Nothing should ever be hung from ceilings by teachers anywhere in schools.
- Emergency Lights
 - A check can be performed with the button on the bottom of the double emergency lights.
- Wall Coverings

- Easy visual check for 20% covering (P.Y. at Wheelock) is to cut wall in half and then half again to get 25%. If that is covered you are ok, if more you are not.
- Bulletin Boards should be the only place in hallways where items are hung.
- Egress areas should be free of any hanging paper.
- Egress door/2nd door egress/hallway should have no hanging combustibles

○Other

- Check for ice in front of egress.
- No storage of desk in stairwells, cubbies in hallways, or other storage in egress.
- Fire Extinguisher Check would be easy inspection item for JLMC
 - How do you check F.E.?
 - Gage in Green
 - Tag with Date and Initials of Check
 - No Powder Leaking
 - How to use F.E.?
 - Put the exit behind you.
 - Always use with 2nd person to cover your back.
 - Spray at base of fire.
 - PASS – pull, aim, squeeze & sweep method was explained
- AED - Nurses supposed to check daily.
- Emergency Lights - Check by Custodian

3. Keene School District Safety Manual –

- Safety Manual Final Draft Complete
 - JLMC Members should review
- 70 Missing Items from LAB regs added in Section 8 of the Manual
 - JLMC should review because items are boilerplate text right now.

4. Building Inspections –

- KD will work on inspection list bringing NFPA codes learned in training today, Primex inspection list, NHDOL lab and health codes on an easy to use form.
- BG suggested taking what we have now for inspection information and beginning inspections as we learn more about more detailed codes and regs we add them to inspections as inspections are new to many members.

5. Next meeting –

- Future meetings will be held at different locations around the district. Meetings will include some inspection time as a group. This time will be

used to train members on inspections. January 22, 2020 meeting will be held at Jonathan Daniels Preschool in the large conference room at 3:45PM

- Feb 27th meeting will be moved to March – date will be selected in our Jan 22nd meeting

Chap Lab 603.03: Action Plan, Assigned Duties, & Responsibilities:

(a) Meet at least quarterly to carry out their duties and responsibilities.

- KSD JLMC meeting more than quarterly 9/18/19, 10/23/19 (cancelled due to attendance), 1/8/2020

(b) Keep minutes of meetings which shall be made available for review of all employees;

- Minutes filed with SAU and will be posted on website

(c) Elect a chairperson, alternating between employee and employer representatives;

- 2017-18 (management), 2018-19 (employee), and 2019-20 current (management)

(d) Develop and disseminate to all employees a committee policy statement;

- In development – consider using superintendents forward letter in Safety Manual

(e) Maintain current and disseminate to all employees the clearly established goals and objectives of the committee;

- In development – consider using superintendents forward letter in Safety Manual

(f) Review workplace accident and injury data to help establish the committee's goals and objectives;

- 01/05/2018, 07/24/18, 10/26/18, 02/20/19, 04/17/19, 06/05/19, 09/18/19

- Dates above are all meetings where workplace accident and injury data was reviewed and discussed

(g) Establish specific safety programs which include, but are not be limited to, the following:

(1) Designation, by name and title, of a person who shall be knowledgeable of site specific safety

requirements and be accountable for their implementation and adherence;

- Assignments to be made 01/22/2020 meeting

(2) Provisions for health and safety inspections at least annually for hazard identification purposes;

- KD working on inspection template to be issued 01/22/2020

(3) Performance of audits at least annually regarding the inspection findings; and

- Goal is to have inspections of all location completed and reviewed by last meeting of the 2019-20 school year (June 2020)

(4) Communication of identified hazards, with recommended control measures, to the person(s)

most able to implement controls;

- 01/22/2020 meeting group will discuss how we pass findings of inspections to building

(h) Assist with the identification of necessary safety and health training for employees; and

- As committee becomes educated fully on NFPA, NHDOL and Local / State Health codes we will be able to identify issues of focus – Goal is June 2020 meeting we have plan for training in necessary areas

(i) Assist with the identification and definition of temporary, alternate tasks.

- Refer to SAU HR department policy

Review from Previous Meetings:

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| <ul style="list-style-type: none">- <i>Discussed KSD Safety Manual changes – current version has been submitted to SAU</i>- <i>Building Inspections – training provided by KFD – 01/22/2020 assignments will be discussed</i>- <i>Meeting dates discussed</i> |
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Meeting adjourned 4:45 PM.

Applicable NHDOL Statutes: [RSA 281-A:64](#), [Administrative Rule Lab 600: Safety Programs and Joint Loss Management Committees](#), & [Lab 1400: Administrative Rules for Safety and Health](#)