

SAU 39

Joint Loss Management Committee Meeting

Minutes

Thursday, April 3, 2014

3 pm – 4:15 pm

[MVVS](#)

Attendees- Peter Warburton, Porter Dodge, Jerry St. Amand, Danielle Collins, Kim Deppen, Rob Scully, John Young, Susan Sarraf, Sue Blair , Anne Pappas, Carrie James, Denise Raymond

1. Facility Audit Presentations-

- Clark Review-. Millie Thibeault and Carrie James conducted the audit. The safety features were presented including, but not limited to, availability of ladders for staff to access items at higher levels, organized haz-mat chemicals and fond neatly placed floor mats. There were some electric cord issues, a fire extinguisher not properly mounted and a few areas storage clutter.
- SAU Office- John Young and Kim Deppen conducted the audit. The water heater was leaking, the AC is placed over the frame of a door and the cord is hanging loosely over the doorway. Furthermore, the toaster oven is placed to close to supplies. There were obstructed exits, some broken tiles in the bathroom and cluttered hallways.
- Wilkins- Sue Sarraf, Denise Raymond and Anne Pappas conducted the audit. A bottle of bleach was not in a secure area and there were some minor tile issue. A matt was not secured to the floor fall causing a fall risk and a railing near the stage was not secured.
- SHS- Jim Miner and Danielle Collins conducted the audit. The problems presented were several illegal electric cord issues, unacceptable storage of paint and use of residential furniture which violates fire code. Some storage areas were cluttered and to close to the ceiling.
- AMS- Porter Dodge and Deanna Cordts conducted the audit. Storage concerns were noted such as items placed to close to the ceiling and items not secured on top of shelves. Custodial equipment was in the hallway violating fire code.
- MVVS- Jerry St. Amand and Rob Scully conducted the audit .There was an obstructed egress concern and a ceiling tile that needs to be replaced. Overhead storage in some areas needs to be secured in placed.

*Peter Warburton suggested that to complete the process of the audit an assessment should be done to determine if the above deficiencies have been corrected. The committee also discussed whether the facilities manager should be present during the audit.

* Porter Dodge introduced the subject of fire extinguisher inspections and felt that an annual inspection process should be implanted.

2. Incident Review July – January / February / March 2014-Anne Pappas reports that most incidents involved falls on black ice in the parking lot, especially between parked cars. The snow removal drivers were asked to plow/salt before staff arrives to allow the entire parking lot to be plowed and salted.

3. Blood Pressure Cuffs - Do we have them at each school?

Clark and Wilkins have the automatic cuffs. SHS, AMS and MVVS are interested in having one once the monies are available.

4. 2013-2014 Action Items Sub-Committee Updates / Implementation Plans

- Anne Pappas is working on Safety Program procedures and will be sending that via e-mail for committee members to review.
- Carrie James is exploring an appropriate Universal Precaution video for the school setting.
- Danielle Collins is involved in improving the MSDS process and suggested personalizing the MSDS books to specific areas, for example, the kitchen book will have different content than the science lab.
- Susan Sarraf consolidated the emergency back back/bucket list and will begin working with team members Kim Deppen, John Young, Danielle Collins and Terry April on establishing a consistent supply list at the lowest cost. Danielle Collins will price items through the co-op.

Next / Last JLMC Meeting for 13-14:

- May 22nd - AMS