

**Town of Hampton Falls
Joint Loss Management Committee**

DRAFT

Minutes for May 15, 2012

Present: Fire Lieutenant Larry Anderson, Building Inspector Kevin Kelley, and Librarian Judy Haskell

Absent: Chief Rob Dirsa (Lt. Tom Boynton)

Meeting convened at 10:30 a.m. (2 members were on call)

Building Inspector Kevin Kelley reviewed the Safety Inspection Reports and inspected the Town Offices. He reported that once the main frame computer and cabling are relocated in the old selectmen's office, all the deficiencies will be corrected. He checked on the emergency lighting at the Library and recommended that the staff make sure that it is checked every six months. Kevin suggested that the Trustees have an electrician come in yearly to check batteries and replace the interior and exterior lights.

Fire Lieutenant Larry Anderson supplied the most recent vehicle inspection safety sheets, which include the ambulance and forestry trailer. He reported that on May 12th a fireman sustained a hand burn through structural gloves during a chimney fire. The fireman was transported to Exeter Hospital and a first injury report was filed immediately with the Town Manager.

Librarian Judy Haskell suggested training the Library and other interested town employees in proper use of fire extinguishers. She is working on a procedure for a Fire Drill, and will include a designated meeting place on the front lawn beyond the parking lot, with one adult serving as a road guard.

Our next meeting is scheduled for Tuesday, August 16th at 10:00 a.m. at the Library.

The meeting adjourned at 11:00 a.m.

Respectfully submitted,

Judy Haskell