

# JOINT LOSS MANAGEMENT COMMITTEE

## MEETING MINUTES

January 12, 2016

Town Hall Chambers – 35 Main St. Hooksett, NH

### Call to Order

Meeting called to order 1:35pm.

### Attendance

Present: Donna Fitzpatrick-Admin./HR & JLMC Chair, Mike Hoisington-Fire-Rescue, Bruce Kudrick & Linda O’Keefe-Wastewater, Matt Lavoie-CEO, Diane Boyce-Public Works, Dennis Desrochers-Fire-Rescue (union rep.) and Lee Ann Chase-Library.

Missed: Phil Arnone-PW Parks & Rec., Kim Blichmann-Tax, Jon Daigle-Police, and Rob Hebert-PW Parks & Rec.,

### Approval of Minutes

*M. Hoisington motioned to approve the JLMC minutes of 10/13/15 & 12/8/15 as amended. Seconded by L. Chase. Vote unanimously in favor.*

### Site Advocates – NHIT Wellness Incentives

D. Fitzpatrick: Site advocates for the upcoming NHIT Quarter 2 (April-June) wellness incentive need to complete the NHIT site advocate form (distributed at meeting) to her by end of this month (January).

### Inspections

Safety Center: M. Hoisington and D. Boyce will complete the Safety Center inspection. They requested to have J. Daigle/designee to escort them through the Police side of the building.

### Workers’ Compensation (WC) Claims/Prevention Trainings

Phil St. Cyr, Primex: Provided brief overview of WC claims to date: explained 5 yrs. of losses, Town having safe equipment & environment for its employees, employees applying safety measures, and training employees on “preventive” measures. WC reports are available on Primex website with permission. Preventive trainings:

- Confined space entry – Primex has a Concord, NH on-site simulation.
- Ergonomics – 15 min. on-line assessment; if employees believe they need a further assessment they should reach out to their dept. head who in turn can have Primex complete an 30-minute on-site assessment (employee needs to participate in this assessment)
- \*Back Injury Prevention – Last training on-site completed by most employees August 2014. On-line training 15 min.
- \*Slip, Trip and Fall Prevention – Last training on-site completed by most employees August 2014. On-line training 45 min.

\*Trainings above may be combined on-site for a 2 hour session. D. Fitzpatrick polling departments as to what method of training would work best for their employees (on-line or on-site) or offering both.

P. St. Cyr: Discussed foot wear traction devices for employees to include Yak Tracks (coiled springs) and Jordan Davids (device you can drive with).

Safety Manual/Trainings None.

### Other

D. Fitzpatrick: Coordinating future EAP trainings for the JLMC. JLMC members on the Management Team to recommend to Dept. Heads to coordinate EAP trainings for all staff.

### Adjournment

*M. Hoisington motioned to adjourn at 2:30pm. Seconded by Dennis Desrochers. Vote unanimously in favor.*