

JOINT LOSS MANAGEMENT COMMITTEE

MEETING MINUTES

November 14 2017

Call to Order

Meeting Called to order 1:36pm

Attendance: Present: Kimberly Blichmann- Tax Collector & JLMC Chair, Matt Lavoie – CEO, Donna Fitzpatrick – Admin/HR, Evelyn Horn DPW, Bruce Kudrick- Sewer, Dennis Desrochers Fire-Rescue, Steve Colburn-Fire Rescue, Evelyn Horn DPW administration; Phil St. Cyr Primex

Missed: Brian William Hooksett PD Union, Evelyn Horn DPW, Francine Swafford Hooksett PD, Lee Ann Chase Library

Approval of Minutes

Corrected the attendance of the meeting of 9-26-2017 to reflect that Evelyn Horn DPW administration was not in attendance and Francine Swafford Hooksett PD was in attendance.

M. Lavoie motioned to approve the JLMC minutes of 9-26-2017. Seconded by S. Colburn

All voted in Favor

Inspections:

D. Desrochers and R. Hebert turned in the inspection the parks and Rec buildings. This report was given to E. Horn to be brought back to Diane Boyce DPW Director.

S. Colburn: The AED at the Snack Shack needs to be moved to a heated building. This is owned by the HYAA. Will reach out to the HYAA to let them know it needs to be removed or we can keep at the parks Building but label it so they get it back next year.

K. Blichmann: will check the list to see what needs to be inspected next.

P. St. Cyr: Mentioned that the inspections are to prevent injuries and asked if the playgrounds have been inspected. He has offered to come out and inspect them as part of our coverage through Primex

Workers' Compensations Claims

D. Fitzpatrick: Presented Workers' Compensations supervisors' incident review forms and she will pass on all recommendations to the Town Administrator. Look at updating the emergency contact list for employees.

K. Blichmann: Asked if there was a way for individual department heads to have an emergency contact form for their direct employees?

P. St. Cyr: Stated that at Primex they had yellow envelopes (1 per person) that has emergency contact information. This would be accessible by anyone and could be given to a first responder. This does not have confidential information in it.

D. Fitzpatrick: will look into forms that Department Heads would have that would not include confidential information and also noted that there may be a need for a different form for Fire

Safety Manual-Training:

D. Fitzpatrick: Asked if Department Heads did any training with the Safety manual? Do they do any training on what is important to their office/Department? She stated that the Safety Manual is available online at Hooksett.org and each office should have a hard copy. Also any time a change is made we should be signing off on receipt of the updates.

K. Blichmann: Can make mention at the next Department Head Meeting that we may want to be going over the parts that pertain to each department. The Department Head could also appoint someone to go over it as well.

P. St. Cyr: Agreed with the recommendation that department Heads should go over the parts that pertain to their office.

Other

S. Colburn: Regarding the Station one drainage issue. He will be putting in a request through Facility Dude to have the gutters installed.

K. Blichmann: Will send out an email letting everyone know that there is now a first aid kit in the breakroom in the Town Hall. Also spoke with one of the volunteers for the Kids Closet and they asked if we could have someone clean the dryer vents for them.

P. St. Cyr: The eye wash station in the bathroom by the Tax Office needs to be removed as it is not compliant. But that each building should have a first aid kit and an eye wash station.

E. Horn: stated she would take care of putting the requested into facility Dude for us.

R. Hebert: Stated that both DPW and Parks have a fist aid kit and an eye wash station.

E. Horn: Will look into venders for cost and they types available for eye wash station.

D. Fitzpatrick: Asked for someone to check with Diane Boyce to see if the eye was station is something that would come out of her budget.

P. St. Cyr: Will email the DOL Rules for eye wash stations.

D. Fitzpatrick: Asked if the library had an eye wash station? She also asked about the schedule for the plowing of the town Hall in the morning after or during a winter storm.

E. Horn; will check into he schedule for plowing at the town Hall.

K. Blichmann: Will ask at the next Department Head Meeting to see who has eye wash stations and who maintains them. Also asked if a bucket of salt would be dropped off for the town hall employee

entrance. Also asked if Diane Boyce would be able to send a reminder email to the Town Hall employees about moving the Town cars when there is a storm.

R. Hebert: They will bring a bucket back to the Town Hall

Adjournment:

2:55 pm Motion by R. Hebert, 2nd by D. Fitzpatrick

Next meeting December 12, 2017 @ 1:30pm

Submitted by

Kimberly A Blichmann