

**JOINT LOSS MANAGEMENT COMMITTEE**

**MEETING MINUTES**

**April 11, 2017**

**Call to Order**

Meeting Called to order 1:32 pm

**Attendance:** Present: Kimberly Blichmann- Tax Collector & JLMC Chair, Matt Lavoie – CEO, Donna Fitzpatrick – Admin/HR, Steve Colburn- Fire-Rescue, James Bradley Hooksett PD, Diane Boyce- Public Works, Phil Arnone Parks & Rec PW, Robert Hebert Parks & Rec, Bruce Kudrick Superintendent Wastewater Dept., Dennis Desrosiers-Fire-Rescue, James Donison Missed: Brian William Hooksett PD Union

**Approval of Minutes**

D. Fitzpatrick motioned to approve the JLMC minutes of 1-10-2017. Seconded by M. Lavoie

D. Fitzpatrick also added that at the meeting of 1-10-2017 she did review the workers compensations for JLMC review and recommendations.

Vote in Favor

**Inspections:**

No Inspections were done but the court house will be done at a future date and the inspection of Parks and Rec will be done within the next two months.

**Workers' Compensations Claims**

D. Fitzpatrick: Presented Workers' Compensations supervisors' incident review forms.

**Safety Manual/Trainings**

The Town Council on January 25, 2017 approved the changes made to the Safety Manual.

**Other**

Review of the doors at the Town Hall that open inwards:

S. Colburn stated that there was no need to change any of the other doors within the Town Hall. Stated that the reason for this in the Town Clerk/Tax Collectors Office was due to the new office set up it creates a dead end that could cause problems during an emergency. He stated this was not an issue with any of the other offices. The police and code enforcement concurred with this assessment.

K.Blichmann: Think of was to use the welldollars and come to the next meeting with ideas. They would have to work for all employees and all shifts.

D. Fitzpatrick: Asked to be sure to let employees know that a new safety manual has been posted to the website and all employees must fill out a form stating they have received both the safety manual and the updated personal plan

Regarding the Hooksett Fire Station 1 on Riverside Drive drainage assessment, present by James Donison

There were 2 options presented to the committee for review by J. Donison. Upon discussion it was determined that J. Donison and B. Kudrick will go to the site to find out what is under manhole. They will come back to present their findings at a future JLMC meeting.

**Adjournment**

D. Fitzpatrick motioned to adjourn at 2:52pm, Seconded by M.Lavoie vote unanimously in favor

Submitted by,

Kimberly A Blichmann