

JOINT LOSS MANAGEMENT COMMITTEE

MEETING MINUTES

January 9, 2018

Call to Order

Meeting Called to order 1:33pm

Attendance: Present: Kimberly Blichmann- Tax Collector & JLMC Chair, Lee Ann Fuller- Administrative Assistance, Donna Fitzpatrick – Admin/HR, Evelyn Horn DPW, Evelyn Horn DPW Administration; Lee Ann Chase Library, Francine Swafford Hooksett PD

Missed: Brian William Hooksett PD Union, Bruce Kudrick- Sewer, Dennis Desrochers Fire-Rescue, and Steve Colburn-Fire Rescue.

Approval of Minutes

D. Fitzpatrick motioned to approve the JLMC minutes of 11-14-2017. Seconded by E. Horn.

5 voted in favor 1 abstain

Inspections:

There were no inspections done. K. Blichmann: Will go through the list to see what buildings need to be inspected.

Workers' Compensations Claims

D. Fitzpatrick: Presented Workers' Compensations. For any new claims the committee concurs with the supervisors recommendations. Only allow 5 calendar days to file a report of injury, employee should report w/in 24 hours to supervisor.

She reviewed the 2017 Worker Compensation claims with Dr. Shankle. He requested that for any of the claims that involved equipment to see if that equipment had been fix or if training was offered/needed. He also was wondering if an exterminator could be used in the areas that can be identified with stinging insects. He also stated that if the job description does not say you can do the job i.e. tree cutting they might want to look at having a company come out and do this for them.

F. Swafford: asked who would do the extermination and could the gun range be treated in advance of the officers using it? For stinging insects and ticks.

E. Horn: The Town uses Terminex

K. Blichmann: There is also bug spray that works for a long distance. Used by PSNH Line workers. It can reach up into the telephone poles. Wondered if this is something that the parks or highway could get.

D. Fitzpatrick: Will pass this information onto the Town Administrator. Also stated that as part of the new hire process she goes over the protective equipment part of the safety manual.

Safety Manual-Training:

F. Swafford: Asked if Primex has any templates for Towns to use to reminders or memos that are given out to employees?

K. Blichmann: Will Check with Primex to see if they have any templates.

Lee Ann Fuller: If an employee is injured and they refuse treatment they should have to fill out a form

L. Chase: The library must have 2 people in it at all times.

Other

E. Horn: Presented the cost for the eye wash stations. This quote came from Seacoast First Aid & Safety (the same company that manages the first aid kits) they do not install the eye wash stations that are plumbed in. they only use the ones with the replacement bottles. They run approx. \$295.00.

K. Blichmann: Will email Town Administrator for info regarding the purchase. Will email P. St. Cyr at Primex for the DOL rules regarding eye wash stations.

D. Fitzpatrick: Asked if the court house had an eye wash station?

E. Horn; No they do not. Will see who has eye was stations and if any need to be replaced. Will report back to the group with this information.

D. Fitzpatrick Also advised that the First Aid Kit for the Town Hall was coming out of the Administration budget and she was not sure if that was correct.

L. Chase: The Library does not have an eye wash station. They would need one installed as well. Will pass the information about Seacoast First Aid & Safety first aid kits that can be installed and maintain by the company. Was advised that the cost would not come out of Building Maintenance. (ADMIN?)

D. Fitzpatrick: The wellness program will be on 1-26-2018 in the Town Council Chambers 9-11 and will be recorded and made available online at Hooksett.org

Adjournment:

3:37 pm Motion by D. Fitzpatrick, 2nd by E. Horn

Next meeting February 12 @ 1:30pm

Submitted by

Kimberly A Blichmann CTC & JLMC Chair