

## JOINT LOSS MANAGEMENT COMMITTEE

### MEETING MINUTES

February 13, 2018

#### Call to Order

Meeting Called to order 1:34pm

**Attendance:** Present: Kimberly Blichmann- Tax Collector & JLMC Chair Matt Lavoie Code Enforcement Officer, Donna Fitzpatrick – Admin/HR, Evelyn Horn DPW, Evelyn Horn DPW Administration; Lee Ann Chase Library, Bruce Kudrick- Sewer, Dennis Desrochers Fire-Rescue

**Missed:** Brian William Hooksett PD Union, Steve Colburn-Fire Rescue and Francine Swafford Hooksett PD

#### Approval of Minutes

E. Horn motioned to approve the JLMC minutes of 1-9-2018. Seconded by D. Fitzpatrick

All in favor

#### Inspections:

There were no inspections done. K. Blichmann: Will go through the list to see what buildings need to be inspected and create a sign up sheet. M. Lavoie will go over the Court Inspection at the next meeting.

M. Lavoie: Asked to see Phil from Primax would know if issue that the committee finds are not address are we than opening the town up for liability? Also recommend that inspection reports be emailed to the DPW Director for resolution.

D. Desrochers: Stated we should follow up within 6 month for status of outstanding inspection issues.

#### Workers' Compensations Claims

D. Fitzpatrick: Presented Workers' Compensations.

For any new claims the committee concurs with the supervisors recommendations but would like to add the recommendation that for any fall claims to see if the boots that D. Desrochers had spoken about would be of help.

D. Desrochers: let the group know that they had just finished training with boots that have fibers in the soles that help prevent slipping and falling.

M. Lavoie: Asked to see Phil from Primax would know if issue that the committee finds are not address are we than opening the town up for liability?

K. Blichmann: checked with Primex and they do not have templates that would be used when an employee refuses treatment. P. St. Cyr recommended that we check and see what forms the Fire department uses for that need.

There was discussion about adding the line to our current forms and after discussion the committee decided to leave the forms as is.

**Other**

E. Horn: Will make sure that all of the Town vehicles have a snow brush and she will have a large snow broom added to the employee's entrance for use. She asked that anyone let her know if one is needed.

**Adjournment:**

2:51 pm Motion by m. Lavoie, 2<sup>nd</sup> by K. Blichmann

Next meeting April 10 @ 1:30pm

Submitted by

Kimberly A Blichmann CTC & JLMC Chair