

JOINT LOSS MANAGEMENT COMMITTEE MEETING

September 10, 2019

1:30 pm

Town Council Chambers

35 Main Street

Call to Order @ 1:37

Attendance: Francine Swafford- Chair, Donna Fitzpatrick– Admin. , Kim Blichmann– Tax Clerk, Evelyn Horne- DPW, Lee Ann Chase- Library, , Bruce Kudrick – Sewer, Philip St. Cyr – Primex, Kathy Lawrence Comm Development

Excused: Matthew Lavoie- CEO, Travis Mannon-HPD

Approval of Minutes 08/13/19

Motion to approve as is, made by: Donna Fitzpatrick 2nd by: Bruce Kudrick
All in favor

Inspections Station 1: Kim and Donna performed the inspection as scheduled, 8/14 with Captain Jesse Gayer, both found the station to be very clean! An addition that has been completed has added space and that has helped. The laundry room ceiling has a pipe with an unfinished space around it and may need some kind of fire retardant.

Evelyn will fill out the Facility Dude request for the ceiling pipe repair in the Landry room

Donna the supply room is not locked and is accessible to the public. The supplies for the trucks are stored in there and if everyone is out on a call it would not be supervised.

Phil we would recommend the supply closet be locked in the event the station cleared out. It is recommended to keep supplies secured.

Donna the AED and first aid kits are free standing so they can take them with them on a call. But should there be a piece of equipment left at the station?

Phil we know that they have AEDs for the vehicles, but why not get an extra for the wall.

Station 1 inspection results from August inspection: *The original will go to the Chair and a copy to DPW*

Evelyn you have DPW as 9/30/15 for the last inspection but I know we have had one either this year or last.

Donna We want to have someone not from that department to perform the inspection. They may see something the person that works there would not.

Phil it is a requirement to have every facility inspected annually

Bruce does that include the Sewer department?

Phil yes, it is a Department of Labor requirement

Francine Swafford left @ 1:49. Kim Blichmann, acting Chair

Bruce asked if the water precincts were included.

Donna they are a state regulated precinct and don't fall under our Workman's Comp liability.

Kim do the inspections have to be completed by us or can we have other employees do them?

Phil they should be completed done by committee or, some municipalities have a subcommittee. Maybe to save time you could move the meetings to the inspection location. Then you can do the inspection and have your meeting after or before.

Evelyn we can schedule the next meeting at the safety station and do the inspection at the same time get the inspection done ½ before the meeting starts and then review at the meeting.

Phil NH Department of Labor rule #603:03 which covered the requirements of Municipal Inspections

Kim at the next meeting we will schedule everything. Have a list ready for members to sign up for, and Send Francine the list.

Donna we need to split up the inspections

Evelyn do the fields need to be inspected?

Phil they are not included but the facilities should be done and the playgrounds should be inspected too. I can do those. How many playgrounds do you have?

The committee when over the playground locations for Phil

Workers Compensations Claims: the group went over the claims that were provided.

HPD 1st employee injured during call. Corrective action: None.

HPD 2nd employee injured during call. Corrective actions: None, it was a human element, unpredictable

HFD 3rd employee stung by bees. Corrective action: Nest was sprayed.

Safety Manual/Trainings: Kim Blichmann has completed the update and provided copies to Donna and Nick G. Nick will upload a copy on the web site and Donna will disperse to all departments and ask for signed acknowledgement sheets for her files.

- *Safety Manual is due for updates every 2 yrs. Next update due January of 2021*

Donna asked if the signed acknowledgements from waste water could be sent to her office for her records.

Phil If they are not being kept with Donna/HR files, I recommend that this committee reach out to town legal and get a recommendation for compliance on filing, so there would be no issues with the Dept of Labor and not in violation of any law.

Phil St. Cyr, Primex recommended to the Wastewater Department that they should check with town legal counsel regarding personnel file requirements and whether or not those files should be with Human Resource. The minutes should reflect that the Wastewater Department should check with their own legal counsel not Town legal counsel.

Fall Training (updates on topics discussed)

* **Fire Safety and Drills:** No update at this time

* **Active Shooter:** Chief Bouchard and Lt Sargent are working with Andre (**Phil make sure you notify abutters of that training**)

* **Mental Health Awareness:** No update at this time

Other: Phil handed out a Primex Training Calendar. Many sessions are on line and easy to use. Hands on programs and some can be brought to a town location.

Evelyn asked about the Chain Saw Class

Phil It is a day long, hands on location class. If you have a location/site you want to host, then it is no cost to you and other towns can be invited to the training. I would have to come and walk the site to see if it is one we can use.

Evelyn there is a property on Quality that the town owns and the abutting property owner has requested the town to clear it.

Donna if you do organize one then reach out to other departments for possible employees needing the training.

Bruce has a possible location for chainsaw training by waste water too,

Phil will meet with Bruce @ 9 tomorrow morning for a site walk possible location.

Phil asked that Evelyn have Earl get in touch to schedule Snow Plow Safety

Adjournment: Motion made by Bruce K, 2nd by Kim B @2:15

Minutes respectfully submitted by Kathy Lawrence