

JOINT LOSS MANAGEMENT COMMITTEE MEETING

December 10, 2019

1:30 pm

Town Council Chambers

35 Main Street

1. **Call to Order @ 1:31pm**

2. **Attendance:** Francine Swafford- Chair, Matthew Lavoie- CEO, Donna Fitzpatrick– Admin, Kim Blichmann– Tax Clerk, Earl Labonte- DPW, Lee Ann Chase- Library, Bruce Kudrick – Sewer

3. **Approval of Minutes:**

- Motion to approve minutes of 11/12/19 by Bruce Kudrick, 2nd by Matt Lavoie; Passed unanimously

4. **Inspections**

- Matt Lavoie and Lee Ann Chase will inspect the Library sometime in January
- Francine will contact Ian Tewksbury to have him schedule the Safety Center inspection sometime in February.
- It was decided to schedule any future inspections at the February meeting.
- Bruce will contact Christine Soucie to have her correct address of generator/pump from 37 Hooksett Road to 1271 Hooksett Road.

5. **Wellness Dollars**

- André and Donna had meeting with HealthTrust on November 15 and their stewardship report was discussed. Hooksett pool of claims were as follows: 1) ER 2) Surgery 3) Radiology and 4) Laboratory.
- There are 300 “lives” in our pool. 105 went to ER. Of that 50 of the ER visits were diagnosed as avoidable. Use of Convenient MD stressed over use of ER.
- Payroll staffers going out on 12/12 to give employees more information.
- HealthTrust would like 4 employees from Town to act as Wellness Coordinators. Training will be on January 6 from 9a-3p. Reps will be Donna Fitzpatrick for the Town Offices/Other, Lee Ann Chase from the Library, Francine Swafford from Safety Center (Police/Fire) and Evelyn Horn from Public Works.
- HealthTrust will give Town \$500 from each area to use was Wellness Dollars. Town Administrator is pooling the \$2000 for town wide programs.

6. Workers Compensations Claims:

Committee reviewed 4 claims.

1. Finance: Employee injured moving heavy boxes upstairs.
Corrective Actions.
 - Ask someone for help.
 - Breakdown big box and move smaller boxes separately.
 - Look into getting a dolly that can be used to upstairs.
 - Storage room was cleaned up and big boxes moved out
 - Injury was better next day so no medical attention needed.
2. Waste Water: Employee injured while carrying bucket of wastewater into building. Eyes were splashed. Employee immediately rinsed out eyes. No further medical treatment needed.
Correction Actions:
 - Remind employee to slow down and put bucket down before opening door.
 - If injury repeated, look into protective face coverings.
 - Obtain a cover for the bucket.
3. PW/Building maintenance. While carrying supplies into Town Hall employee was accosted by dog not on a leash. Dog nails ripped pants and scratched employees skin. No medical treatment sought.
Corrective Actions:
 - Employee should keep eye on wound for infections.
 - Next time if dog is coming and employee can see drop the box.
 - Police were called since dog was not on a leash.
4. Police. Employee injured while getting out of patrol car. Slipped on ice. Injury requires surgery. (SIR not available.)
Correction Actions:

7. Safety Manual/Trainings:

- Active shooter was held at Town Hall on November 21. All departments but Police/Fire were included. Consensus was training was good but it was something that can probably be done online. Next step would be a training that included actual scenarios.
- Francine needs to check with Fire Department to see how they are progressing on their Fire Safety/Drills.
- Compassionate Fatigue training was done for Fire/Police through Life Resources. Mental health training was discussed and needed for entire workforce.
- Trainings deemed mandatory result in union callback language.

9. Other

- Union reps need to be at Safety Meetings. Memo needs to be sent to Chiefs informing them of their reps and that attendance is mandatory. Replacements can be sent.
- Maybe look at rotating location of meetings (i.e. Safety Center).
- Chairmanship is based on fiscal year. Next change will be July 2020.

10. Adjournment

- Motion made by Matt Lavoie at 2:45pm to adjourn. 2nd by Earl Labonte. Motion passed unanimously.