

JOINT LOSS MANAGEMENT COMMITTEE MEETING

July 9, 2019

1:30 pm

Town Council Chambers

35 Main Street

1. **Call to Order @ 1:36**

2. **Attendance:** Francine Swafford- Chair, Matthew Lavoie- CEO, Steve Colburn- HFD, Donna Fitzpatrick– Admin. , Kim Blichmann– Tax Clerk, Earl Labonte- DPW, Lee Ann Chase- Library, Travis Mannon-HPD

3. Approval of Minutes:

06/11/19 Motion to approve made by, Matt Lavoie, 2nd by, Donna Fitzpatrick

Changes: Inspections: change to read, install a makeup *air* fan

Change entering and *existing* to entering and *exiting*

Adjournment motions should include last name.

Motion approved as edited, All in favor.

4. Inspections

Matt- I recommend that the inspection checklist get done as soon as possible.

Kim and Donna will get theirs completed in August.

Francine - do we have to do anything more with them, file them with any other departments?

Donna recommendations will go to the departments and TC as necessary and priority. The old inspections were being tracked on a spreadsheet by DPW.

Donna reviewed previous inspections with the committee.

Francine- if none of the suggested improvements get done, does that come back on the JLC?

Donna - No if there are old inspections that are not done maybe we should just start fresh and re-inspect?

Kim and Donna agreed

5. Workers Compensations Claims:

Donna reviewed for the month of June 2019

1st HPD on 6/24, in the parking lot under the car port and officer tripped on a PVC pipe from the construction.

Sgt. Baker took care of the cause of the incident, placed cones around the area to block it off and Francine made the site supervisor aware of the incidents and asked them to keep that area where employees walk cleared.

Corrective actions were taken and no further recommendations required.

2nd Solid Waste (Recycling and Transfer) 6/27- When mowing grass on top of Landfill the tractor/brush hog prop shaft came loose. When the operator picked it up it burnt his hand.

Recommendations: Should have been wearing gloves and everyone was advised and reminded to wear safety equipment.

3rd Public Work Highway 6/28, – Roadside brush removal with weed wacker and employee came in contact with Poison Ivy

Matt were they pulling the poison ivy by hand or were they weed whacking/cutting it?

Earl cutting it with the tractor and then the employee got off the tractor when a guard rail was in the way and cut around it.

Matt if they were weed whacking it, it can go in the air.

Recommendations: Should be advised that if using a weed whacker they should wear additional safety equipment (mask & safety glasses) and not go to other side of rail and cut or trim by hand.

6. Safety Manual/Trainings:

TC approved the change from MSDS to SDS

Donna A house bill of standards for Safety Manuals recently came out and we are required to review our safety manuals and make sure they comply

Francine so we need to make sure ours has the points indicated on the handout provided?

Donna yes.

The JLC reviewed the points and looked over what may need updating and/or what they have in the manual that is in compliance.

Francine made notes of what sections would need to be updated for compliance.

7. Fall Training (updates on topics discussed at 6-11-19 meeting):

* **Fire Safety and Drills** Donna- we have a lot of new employees and we have not had a Fire / Safety Drill in years. Our employees should have a drill so we know how to evacuate the building and where to meet so we could take attendance.

* **Active Shooter-**

Donna Andre has asked that we work on town side training after the Virginia Beach incident Police or Fire have been asked to come up with a plan

Steve no one has said a word to me

Donna we are looking at a time frame around early fall, maybe September, to bring back active shooter training and combine with fire. We think there are more employees available that time of year. Andre' wants as much participation as possible without it having to be after hours and paying overtime. We have so many new employees since we last had an Active Shooter training session that we should have a refresher. Maybe we could combine ½ fire, ½ active shooter. We could all use a plan of how to help ourselves and our fellow employees in the event of an emergency.

Francine- is there something that the state has that we can copy?

Lt Sargent is working on a plan.

Matt when Mike was here didn't you guys have fire extinguisher training?

Donna, we did but that was several years ago and there are so many new employees

Steve how many sessions are you looking to do? How are you going to get the bulk of the employees to do this without it requiring overtime?

Donna whatever you recommend. We will need to do 2 sessions here, divide the employees so departments can maintain coverage so we don't have to shut down the Town Offices. We want the training to be town wide for all Hooksett employees. I know it is your department, but what would the Safety Center Do if they were involved in active shooter?

Travis I think the bulk of the training should be here and maybe a training session at DPW.

Justin and I will meet and we will put something together and see what is good for possible dates.

Donna Great, then we can get together with Andre' and see if that is what he was thinking for. He really wants us to look into this training and get it set up.

*** Mental Health Awareness**

Travis what are you looking at for mental health?

Donna we have a program in September for Care Giver fatigue.

We are trying a training program in the fall, the Mental Health program that addresses employees with family care giving are exhausted. Maybe if we could help these people we can be there for our employees before a tragedy happens from the result of distraction or physical and mental exhaustion.

I will have more answers at next month's meeting.

8. TAD/light duty (temporary alternative duty)

Donna - the fire chief has recognized that his staff is dealing with a lot from the opioid crisis and other factors outside of their job could be helped by TAD. We think there is a happy medium for getting back to work and

Primex wants employees back to work. We need to think out of the box to. Employees don't have to go to the same department. Maybe help where it is a better fit with their limitations, and sometimes they simply can't come back to work. We have a group called the Windham Group. They will come on site do an evaluation by looking at the job description and the employee injury. This group will be doing one of those evaluations on 7/18 at DPW. Maybe we can have a representative come here and talk to us about this.

Kim - the idea of someone coming in for just desk duty is good, but we have restrictions of what can be done in our office. Confidentiality is a factor.

Donna - Earl will get an idea if what they do will help and see if we want them to come talk to us.

The committee agreed to have them come in and meet in September.

9. Primex Recertification 2019

Prime Certification we got our 2% discount and an additional 2.5% we will receive when they bill the town the next fiscal year. We also received a Premium Holiday discount. Donna will review everything with Town Council at Wednesdays meeting

10. Safety Manual Compliance with HB406 –

The committee went through the points required and it was determined that there were 2 additions required

11. JLMC Sign Letter of Commitment – All members present signed the Letter of Commitment

12. Other- None

13. Adjournment @ 2:45 motion made by, Francine, 2nd, Donna Fitzpatrick.