

1                                   **JOINT LOSS MANAGEMENT COMMITTEE MEETING**

2   **March 10, 2020**

3   **1:30 pm**

4   **Town Council Chambers**

5   **35 Main Street**

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8           Meeting called to order at 1:34pm by Francine Swafford.

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10       **Attendance:** Francine Swafford- Chair, Earl Labonte- DPW, Lee Ann Chase- Library, Matthew  
11       Lavoie-Code Enforcement Officer, Donna Fitzpatrick- Administrative Coordinator, Steve  
12       Colburn-Assistant Fire Chief, Robert Hebert – Public Works, Bruce Kudrick – Wastewater

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14       *Approval of the Minutes from January 14, 2020*

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16                   ***Matt Lavoie motioned to approve the minutes from December 10<sup>th</sup>, 2019, seconded by***  
17   ***Donna Fitzpatrick***

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19   ***Motion passed unanimously***

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21       Donna Fitzpatrick stated that all Board/Committee minutes must meet new guidelines from  
22       Town Council. Lines should be numbered and statement - “Please see subsequent meeting  
23       minutes for any amendments to these minutes” should be at end of minutes.

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25       4.   Inspections

26       Donna Fitzpatrick and Kim Blichmann completed the inspection of the Highway Department on  
27       February 19<sup>th</sup>. Most of the following items have already been addressed by the Department.

- 28           •   Door to garage has been resealed. Need to find out if doors should be rated. Would  
29           require all doors at facility to be rated. Cannot be grandfathered.
- 30           •   Wet floor signs in the breakroom.
- 31           •   Safety Briefing board needs to be updated/rearranged. Include meeting regarding  
32           Safety Manual.
- 33           •   Chain saws need to be bladed when not in use.
- 34           •   Second floor ceiling tiles need to be replaced.
- 35           •   Dead trees outside were removed. Electric panel needs to be shut.

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37       Bruce Kudrick and Kim Blichmann will conduct inspections of Town Hall, Pump Stations, Head  
38       School sometime in March.

40 Matt Lavoie completed Library inspection on January 29. No issues were

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42 Steve Colburn, Francine Swafford and Ian Tewksbury will inspect Safety Center on April 15,  
43 2020.

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#### 45 5. Wellness Update

- 46 • Donna Fitzpatrick stated the 4 Wellness Coordinators (Donna for Town Offices/Other,  
47 Francine for the Safety Center, Lee Ann for the Library and Evelyn for DPW) have met  
48 twice.
- 49 • 2-10-2020: Convenient MD lab announcement sent to employees via payroll stuffer and  
50 retirees via letter.
- 51 • 2-12-2020: Webinar "Fitting in Fitness" was broadcast to employees who registered.  
52 \$25 gift certificate was awarded to one participant.
- 53 • Air conditioner for employee workout room at Town Hall will be provided and paid for  
54 by Public Works.
- 55 • 4-13-2020: Triangle Credit Union/Mass Mutual will conduct two one-hour sessions for  
56 employees regarding estate planning, retirement planning and will preparation. One  
57 will be during day and other late afternoon/evening hour.
- 58 • 5-5-2020. Regional Biometric Screening. All must register. \$500 from wellness money  
59 will be used. Issues with registration are being investigated. \$75 rebate per person
- 60 • Cinco de Mayo: Celebration is in planning stage. Decorations and food will probably be  
61 provided. Also at event a push will be made to sign up for employee portal.
- 62 • June – August, 2020: \$500 wellness dollars will be used for "Watch it Grow" employee  
63 competition. Departments will plant garden and at end season possibly have a cookout  
64 using items grown.
- 65 • 9-19-2020: Hooksett Old Home Day. Hope to use \$500 of wellness dollars to improve  
66 employee participation (i.e. T shirts, raffles, etc.)
- 67 • 10-9-2020: Employee picnic. Combine with information for Mental Health Month.

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#### 69 6. Workers Compensations Claims

- 70 1. Firefighter/Lieutenant: Employee injured participating in orientation on new SCBA  
71 packs. Back was injured crawling through maze.  
72 Corrective Action: Instruct participants in proper technique for wearing the unit.  
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- 74 2. Firefighter. Firefighter was spit on in face by patient preparing for transport.  
75 Corrective Action: None. Maybe try to determine from 911 call if patient is combatant.  
76
- 77 3. Police. Officer was directing traffic at accident scene and slipped on ice.  
78 Corrective Action: None  
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- 80 4. Firefighter/Lieutenant. Firefighter was injured walking on ice rink.

81 Corrective Action. On calls to ice rinks make sure bunker boots are in vehicle.

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83 7.Safety Manual/Trainings

- 84 • No claims but number of vehicle collisions have increased. Working with Primex
- 85 regarding a webinar on collision avoidance. Webinar would be attended (not on
- 86 computers) for interaction with drivers. Will be offered to Fire/Police/Sewer as well.
- 87 • Administration needs to create safety policy for Town Hall. Would need to include
- 88 policies regarding active shooters, fire drills, police involved events at Town Hall, etc.
- 89 This decision needs to be presented to Town Administrator.
- 90 • The Fire Department is willing to assist in drills and fire extinguisher trainings.

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93 The next scheduled meeting is April 14, 2020.

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95 **Donna Fitzpatrick motioned to adjourn, seconded by Donna Fitzpatrick.**

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**Motion passed.**

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98 Minutes respectfully submitted by

99 *Bonnie Smith*

100 Bonnie Smith

101 PT/Administrative Assistant

102

103 **Please see subsequent meeting minutes for any amendments to these minutes.**

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