

**Joint Loss Management Committee  
Meeting Minutes  
October 14, 2021**

**Call to Order:** Meeting was called to order at 9:10 am.

**Present:** Lee Ann Chase (Library), Ken Conaty (Sewer), Shawn Dumont (DPW), Donna Fitzpatrick (HR/Administration), Leann Fuller (Community Development), Earl Labonte (DPW), Dana Pendergast (Code Enforcement Officer), Francine Swafford (Police),

**Approval of Minutes:** Donna motioned and Leann seconded to approve the August 12, 2021 minutes. **Motion carried unanimously.**

**DOL 2013 Audit Review**

Donna: We should make sure all deficiencies and violations have been corrected. DOL should do another audit any time soon. Our last audit was done in 2013 and normally, this is done every 5 years. We did get a 2.5% rate discount on our liability and workers' comp insurance through Primex.

Earl: Everything should be corrected by now.

**Inspections**

Donna: We should review previous inspections and check to make sure all deficiencies have been addressed and corrected. We should also draft a set of procedures to be taken after an inspection is done, i.e., bring it up at JLMC meeting, DPW enters all deficiencies in Facility Dude, assign work to staff and follow up to make sure it's done. Every single town-owned building must be inspected every year. This should be discussed at our next meeting.

Dana: Things like boilers, elevators, fire extinguishers and Fire Exits should be inspected annually. Lights, doors, etc. should be checked daily.

Earl: Annual inspections are done by various vendors. Daily door checks should be done by the Custodians.

Dana: Those should be the responsibility of the building occupants.

**Workers' Compensation Claims**

Fire Department – Firefighter's right ring finger got caught in the fire hose being rolled pinching it. No treatment was needed. No corrective action needed, freak accident.

Highway – Laborer hurt his back while crack sealing. Went to Urgent Care for treatment. Corrective action suggested was more training, bending over instead of kneeling down and getting a crack sealing applicator to eliminate having to bend over.

### **Safety Manual/Trainings**

Donna: The Safety Manual was updated. Please make sure you have a hard copy in your department. A section for Workplace Violence was added. A few employees attended the Stevens Driver Training.

Shawn: 4 of us at DPW attended the training. Everyone had to register individually.

Donna: Now that all employees can create their account on Primex, they will have to register for training. The next driver training session will be for Public Safety staff and Public Works CDL drivers. Primex look at employees' participation in all activities and training. Last year, we had very little participation, we barely got the 2.5% rate discount. I encourage all employees to participate in all activities, i.e., Wellness Program and online training. All employees are required to attend the Workplace Harassment training by December 31<sup>st</sup> either in person or online. Light duty work is available for Supervisors and up who are on workers' comp. DOL requires all employers to come up with light duty work for employees on workers' comp.

Discussion on a DOL report that has to be done every 2 years. Earl stated he thinks that has been cancelled. Donna will check with Phil St. Cyr, Primex.

Next meeting is Thursday, December 9, 2021 at 9:00 am.

**Adjournment:** Meeting adjourned at 9:41 am.

Respectfully submitted by:

Evelyn Horn