

1 **JOINT LOSS MANAGEMENT COMMITTEE MEETING**

2 **May 11, 2021**

3 **1:00 pm**

4 **Town Hall Gymnasium**

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6 **I. Call to Order 1:01 pm**

7 **II.** Attendance: Earl Labonte – Chair, Kim Blichmann – Tax Collector, Lee
8 Ann Chase – Library, Donna Fitzpatrick – Human Resource Coordinator,
9 Shawn Dumont – Public Works, Leann Fuller – Community Development
10 Administrative Assistant, Dana Pendergast – Code Enforcement, David Nadeau
11 – Assistant Fire Chief, Jordan McCluskey – Police, Ian Tewksbury – Fire
12 Prevention Captain

13 **III. Approval of Minutes from February 23, 2021**

14 ***Donna Fitzpatrick motioned to approve the minutes of February 23,***
15 ***2021 as written. Leann Fuller seconded the motion.***

16 ***Motion passed unanimously.***

17 **IV. Safety Manual Review**

18 Chair Earl Labonte: The Safety Manual was last reviewed two years ago.

19 Donna Fitzpatrick: This must be done by June 2021. It has to be sent to Philip
20 St. Cyr at Primex and reviewed/approved by Town Council. It can be brought
21 up at the May 18th Management Meeting. We can allow until the end of May to
22 suggest changes. It can be on the agenda for either the June 6th or June 23rd
23 Town Council meeting. I want to remind everyone that a copy of the Safety
24 Manual should be in every break room.

25 **V. DOL 2013 Audit Review**

26 Donna Fitzpatrick: Inspector Roy did the October 2013 Audit Review. We
27 incurred no fines.

28 Captain Nadeau: Everything at the Fire Department is okay.

29 Chair Earl Labonte: Everything looks to be corrected. There are a lot of cords
30 on the floor in this room. I realize this is temporary, but we should have a sign
31 saying “Watch for Cords on the Floor” for hazard abatement.

32 **VI. Inspections**

33 Chair Earl Labonte: I have a complete list of properties.

34 Donna Fitzpatrick: It is the responsibility of the Joint Loss Committee to do the
35 inspections. We usually work in teams, dividing up the buildings. It is best not
36 to do your own building. It is better to have a fresh set of eyes.

37 Captain Tewksbury: The Library is done.

38 Donna Fitzpatrick: Regarding mitigation of findings, some are not applicable.

39 Assignments: Highway and Parks & Rec - Donna Fitzpatrick & Kim
40 Blichmann

41 Safety Center & Station 1 – Leann Fuller & Dana Pendergast

42 Sewer – Shawn Dumont and a Police Officer

43 Courthouse – Lee Ann Chase & Officer McCluskey

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45 **VII. Workers Compensation Claims**

46 Chair Earl Labonte: Injuries should be reported to one’s supervisor within 24
47 hours, if possible. The First Report of Injury or Disease should be completed
48 within five (5) calendar days or fines may be incurred.

49 Donna Fitzpatrick: We try to take preventative measures and provide training
50 to minimize the number of injuries. Earl is a great example with the numerous
51 safety briefings he holds.

52 03/10/2021 Fire Department Employee suddenly felt feverish and had body
53 aches. Temperature was 100.6. No corrective actions were taken or advised.
54 Employee left work and saw a doctor.

55 03/37/2021 Finance Department Employee cut finger on a staple protruding
56 out of a paper. No corrective action was taken or advised. Chair Earl Labonte
57 said it is good to report these events. Employee did not leave work.

58 04/07/2021 DPW Employee was using a hand grinder to sand a STOP sign.
59 Right hand was swollen when done. Allergic reaction. Corrective action
60 suggested was wearing gloves. Employee did not leave work but did later visit
61 Urgent/Express care facility.

62 04/22/2021 Fire Department Employee hurt back while lifting an obese,
63 elderly person. Corrective action suggested was enforcement of proper lifting
64 techniques and calling for additional personnel to assist with lifting. Employee
65 went to the ER.

66 05/03/2021 Police Officer was running after a suspect who started running
67 when told there was a warrant for his arrest. While taking the suspect to the

68 ground, the officer scrapes to right knee and left elbow. No corrective actions
69 were taken or advised. Employee did not leave work, see a doctor or visit an
70 Urgent/Express care facility.

71 **VIII. Other**

72 Shawn Dumont: We have a Tommy Gate for lifting barrels.

73 Kim Blichmann: If there is a product that a department could use to help
74 prevent injuries, the Town Council might be able to help find the needed funds.

75 Donna Fitzpatrick: The role of the Joint Loss Committee is to advise and
76 recommend.

77 Speculating on the reduced number of accidents in the past year, it was
78 suggested that people have been more careful because of COVID-19. Also, the
79 winter was mild.

80 It was noted that those filling out the Supervisor Incident Review should be
81 more careful and should fill it out completely.

82 Donna Fitzpatrick: Sometimes an injury causes a flare-up of an old injury. If
83 the secondary injury can be tied to the earlier injury, there are funds for that.

84 Dana Pendergast: Why is it that vehicle accidents are not included?

85 Chair Earl Labonte: Joint Loss is more about personnel than property. Finance
86 Director Christine Soucie has packets which are supposed to be in all cars.

87 **IX. Adjournment**

88 ***Captain Tewksbury motioned to adjourn at 2:20 pm. Donna Fitzpatrick***
89 ***seconded the motion.***

90 ***Motion passed unanimously.***

91 The next meeting is scheduled for June 08, 2021.

92 Minutes respectfully submitted by Kathie Donnelly.

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

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