

# JOINT LOSS MANAGEMENT COMMITTEE MEETING

February 9, 2023

9:00 am

Town Council Chambers

35 Main Street

I. Call to Order - 9:05 AM

II. Attendance

Dana Pendergast (Code Enforcement), Derek Martel (Primex), Donna Fitzpatrick (Human Resources), Shawn Dumont (DPW), Francine Swafford (Hooksett PD), Ian Tewksbury (Fire), Chris LaRochelle (Library)

III. Approval of Minutes – August 11, 2022 and December 8, 2022

August minutes - correction of Shawn's name (incorrect spelling as "Sean").

**Motion to approve August 11, 2022 minutes with correction by Donna, seconded by Ian. All in favor.**

**Motion to approve December 8, 2022 minutes as is by Donna, seconded by Ian. All in favor.**

IV. Inspections - Review Procedure

Dana: I am working on creating new forms, I know a lot of the inspections were done but did not receive them back.

Donna: Kim and I will do ours by April.

Shawn: Parks & Rec and Sewer are done.

Dana: I know Ben did his. I still have to do the Safety Center. We will use the old forms for now.

Donna: I have a blank form to be emailed out with the minutes so everyone has it.

Dana: I am not opposed to a self-inspection process but with an audit. If there is something lacking, then we can address how we will fix and work on it. We can then go back through and check what is being worked on.

Donna: Do you have bullets of the key things to look for?

Dana: It's just in my own head, I don't have a list. Ian as well, when we work together, we each pick different things up. It's more of a big picture thing we are looking for; trip hazards, cords, etc., issues you are looking for. Such as in a supermarket, how human nature is to go for the

main entrance in an emergency even if you are at the back of the store, where there is actually an emergency exit much closer.

Donna: 2013 was the last time Department of Labor came out; we are looking at 9-10 years later now. This committee looks at that roughly each Spring, do we want to look through it?

Dana: It is very outdated; I don't think it is pertinent anymore. When we see something, such as ice outside by the entrance, or water spilled on the floor, we either fix it or find someone to fix it.

Donna: For the TV's in here is there anything we can do, like a bumper around it? When it is pulled out, there is not much room between the table and the edge if someone gets up to walk out, and there have been close calls.

Dana: We have also talked about flipping the room so that councilors can get out easier if an emergency happens, which is important.

Donna: We will be talking about that later today actually.

Ian: Could the Town Administrator flip the room?

Donna: Yes, he does technically have the authority, but he will seek Council's consent still.

#### V. Workers Compensations Claims

Donna: We do not have too many.

Dana: Two highway and one police.

Shawn: For the first highway, he was on Hackett Hill cutting a tree when part fell toward his direction, and he fell on his left shoulder to get out of the way. Cutting trees is always unpredictable and we try to train for that, and it was also raining. This was just after the big windstorm. Preventative actions were to wait until after the storm, or to use equipment instead of a person manually.

Donna: Could you have waited until after the storm?

Shawn: Not really, it was right in the road in a spot where people come through pretty fast. The road was closed while this was being done.

Ian: Just a note that the employee should not be the one filling it out. Also, it does not say if safety equipment was being used. It could use more detail and context, such as location of tree in road, etc., more factors that played a role in this situation.

Dana: Everyone at DPW has been through the chainsaw class, right?

Shawn: Yes.

Dana: It happens and happens quick. Chainsaw injuries are brutal and difficult.

Donna: For the second DPW one, first a note that it should be the injured individual's position written at the top of the sheet. For who fills out the form for DPW, it would be the Crew Chief, Tommy, and then it would go up to Ben if Tommy is unavailable. For this, the person was at the Safety Center and was picking up a barrel and he did not realize how heavy it was, and he tweaked his back. Preventative action is to spread out heavy trash or put a note that it is heavy.

Francine: For the last, the police department, an officer slipped and fell into the ice and snow. He was not hurt, just recording it in case. He had the proper footwear on.

Dana: Not much for preventative action, just trying to be as careful as possible.

Donna: There was one more actually, from Fire, a mutual aid in Allenstown. They were transporting a 400-pound with other people assisting.

Ian: If it is a heavy person, we try to wait until more people can get there to help, but if it is emergent, we have to move. We send two people for mutual aid, and then Allenstown would have had 2 or 3 people, I think. There probably wasn't much more we could do; even if there were more people, only so many people can fit into a room and around a bed to lift them.

Donna: This person is not out of work as of now so hopefully they won't have to take time off.

Ian: About 11 years ago the State of New Hampshire received a grant for bariatric equipment to help with these situations. All of this equipment now though is past its life expectancy. Most stretchers now are able to handle a heavier patient, up to 700 pounds, so we don't have the equipment anymore like we used to. There was not much else that could have been done based on my experience.

Donna: Does Manchester have any bariatric equipment?

Ian: No, they don't. As an example of a similar situation, we had one patient at the other end of town where we did not know how to get the patient out, we were thinking of cutting a hole in the wall since there was no other way.

## VI. Other

Dana: We are working on security plans for all buildings; Town Offices, Town Library, Ben is working on one for Highway and Transfer. We are looking at card access and cameras. It is important; Evelyn is usually all alone over at Highway, and here people come in upset/heated often. The general public should not have access to whole buildings. I have had conversations with André to either include in CIP, Homeland Security grants which we missed for this year but maybe next year, or the third option is ARPA funds which we could look into.

Donna: Council is talking about who would be on that committee for the ARPA funds, they did not get to discuss it at last night's meeting.

Ian: We also just got "employee only" signs to post for Fire, so we are good there.

Francine: We did for the PD as well.

Donna: This also filters back to flipping the layout of Chambers, and closing some of the double doors to restrict/deter access.

Dana: Just like in this room, as easy as it is for us to get out of the windows in an emergency, someone can easily kick them in to get into the room, it is a wall of windows. So that is where we are for now.

Donna: To add to this, we are starting to have a few employees on town properties off hours. There is an issue of safety. This past Sunday we had an incident with an employee that is a resident of Hooksett as well, and one of the doors broke at the transfer station. It is a question of when it is appropriate for an employee to be on town property. If they are appearing that they are working outside of hours, it could be an issue with Department of Labor. Also, in all of our buildings, we have a gym in this building where people could be here earlier or later than normal operating hours for example. There has to be a fine line for when it is appropriate.

Dana: For example, too, I don't have access to this building if I get a call late at night. I would set the alarms off since I don't have a code to get in after hours.

Donna: I think Ben is trying to do a policy specifically for Public Works, and I think André is going to look into our building and its workers.

Dana: Even for salary workers, if they are working outside of normal hours, they still need supervisor permission according to Department of Labor. They are still supposed to only be working a certain number of hours per week. For the example of the transfer station, they are getting a benefit that other workers are not getting. It should be discouraged.

Donna: We also have volunteer issues. Our cleaner is here alone at night, and one of the volunteers frequently comes in afterhours where the food pantry access is separate, and they are accessing parts of the building they should not.

Shawn: I do benefit from the perk of using the transfer station outside of hours as do others. It's one of those unwritten perks. For this case he should not have used that door, but he did, and this happened. In this building then for its employees, there's the perk of the gym.

Donna: Just a side note, we have been talking about putting in a gym at DPW. And Fire is trying to do something for their gym as well. If Police or Fire gets new equipment, their old equipment can be filtered down to the other departments. One last thing, we are very active on the Risk Management trainings. We are getting into ethics and integrity, but also the PPE training for those that are involved with that.

Derek: We do have classrooms that are open to do in-person trainings.

Shawn: We have one soon for our employees, but I think it is on Zoom?

Derek: I think the Zoom auto populated; it is an in-person class.

Shawn: Ok. I am trying to get everyone to do the online trainings as well.

Donna: How many people minimum do you need for the driving course if the earliest is September/October? We have a number of infractions of drivers in town vehicles, so we do need something soon.

Derek: I don't think there is an earlier one unfortunately. It would have to be paid out of pocket instead of through us if you did reach out and try to do one earlier.

Dana: For employee speeding infractions, that is definitely an issue and there should be repercussions.

Shawn: There are GPS in DPW vehicles which is how we found out. Employees are not assigned to only one vehicle, they will have one vehicle for a week, but then they switch duties/vehicles.

Dana: At an old job I was at, they had a system that would ping the supervisor if you were a certain amount over the speed limit.

Shawn: When we had the GPS systems put in, it was in the contract that the GPS system could not be used for disciplinary actions. If we have a complaint though, like this speeding occurrence, then we can go back to the GPS and use it to back up the complaint.

Dana: If we start seeing an issue though, and if it is recurring, there should be additional coaching. Whatever the contract is, you still can't break the law and speed. GPS can also track fast stops, fast starts, heavy turning.

Shawn: I don't think ours does that, though.

(Ian: left at 10:02)

Donna: For the gyms, ours at Town Office, and Police and Fire's, they should be accessible to all employees. We need a policy though.

Derek: Also, we do have a collision avoidance class.

Donna: I can check into that. For the certificates for the training, we do want it physically printed, but I have access to check as well in the Primex site.

VII. Adjournment

**Motion to adjourn at 10:05 by Donna, seconded by Dana. All in favor.**

*Submitted by Bridgette Grotheer*