

1 **JOINT LOSS MANAGEMENT COMMITTEE MEETING**

2 **February 08, 2024**

3 **9:00 am**

4 **Town Offices - Room 204**

5 **35 Main Street**

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8 I. Call to Order

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10 II. Attendance – Dana Pendergast, Josh Hebert, Kim Blichmann, Ben Berthiaume, Lt.
11 Bradley, Capt. Tewksbury, Asst. Chief Nadeau, Francine Swafford

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13 III. Approval of Minutes – December 14, 2023

14 *Motion to approve by Francine, seconded by Kim. All in favor.*

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16 IV. Inspections - Review Procedure

17 Dana: We sent out inspection forms, we have some of them back. Deadline is February 16. It is
18 self-inspection.

19 Ian: Are leaks from rain being addressed?

20 Dana: Yes. For the reports, I'll audit them.

21 Ian: I do assembly inspection for Council Chambers and the gym, and life safety inspections for
22 the rest.

23 Dana: In the packet, we made a new list of everyone in Joint Loss. Let us know if there are
24 changes.

25 Asst. Chief. Nadeau: Chief Colburn and I will switch back and forth if we can have both of our
26 names. Can Ian have dual representation if we can't make it?

27 Dana: No, he is just Mid Management.

28 Kim: I thought Mid Management was just Town Hall? Who would be Town Hall labor?

29 Dana: Mid Management is mostly located at Town Hall, but is anyone in that union. We are
30 trying to find someone for labor, we will see – it comes down to mostly part-time workers. We
31 also have the schedule for next year, and a summary sheet. I am going to Council on 2/14 for
32 the safety manual, there were no changes. There were 23 injuries over the past year. Also,
33 interesting that Thursday was the highest day for injuries. I'll give Council a quick overview. So,
34 technically we are supposed to alternate chairs. We should look at that in June, it should switch
35 to someone in labor.

36 Kim: How would staff support work?

37 Dana: I don't know. We'd have to work it out.

38 Kim: It was hard to do it all when I was chair.

39 Asst. Chief Nadeau: If labor was the chair there's additional responsibilities. Then there's
40 overtime if they go to Council.

41 Francine: Could a written report be submitted to Council instead?

42 Dana: It is only every two years, so technically it would fall on Management for Council reports.
43 Also, quick overview, we submitted a grant to secure this building. It was just sent last month. If

44 it is awarded, we'll know this summer, and we would receive the money in November. The
45 work would be next year. This is for card access, secure areas. We'll put glass walls, safe exits,
46 only access to certain areas. Everyone will have key fobs so that employees can get to Finance
47 and the Town Administrator, et cetera. We will try to have the same system as the Fire
48 Department. With cameras, PD will have access so that if there is a situation, they can jump on
49 and see what and where. We received letters from previous Chief Bouchard, Chief Sargent,
50 Chief Colburn, State Representatives. Leann and I worked to submit it all. Currently, we would
51 have no idea if something was happening in a different part of the building. We are also
52 working on updating the phone system so we can quickly page others in the building if there is
53 a situation.

54 Asst. Chief Nadeau: I know there was discussion of creating an exit in Chambers?

55 Dana: We did look into it but it doesn't work with the grade. We talked about switching the
56 layout of Council so they are closer to the door. Council was not in favor of that though. For the
57 safety plan, there was a State Representative that was not in favor, and did not want to restrict
58 access.

59 Kim: It's not about restricting access, just providing safety for the people here.

60 Dana: Exactly. Everyone would get a key fob.

61 Capt. Tewksbury: It will probably need to go to bid, but yes hopefully we can have the same
62 system.

63 Dana: PD doesn't have keys to the building, they have to wait until Fire?

64 Lt. Bradley: Correct.

65 Dana: Also, the other thing we are trying to change is to look at car accidents as this group.

66 Asst. Chief Nadeau: We used to do separate accident reports, but now we only do the Primex
67 reports, we were told we did not need the separate form.

68 Dana: We are supposed to look at all accidents, so we'll probably have a copy sent to Carrie as
69 well as Christine so that it can come to us, and she can black out the sensitive information.

70 Asst. Chief Nadeau: I think we would only need the back page, the front is the personal
71 information.

72 Dana: I'll look into it more with Donna, so that we can tell the Dept. of Labor that we are
73 looking at it and trying to correct it.

74

75 V. Workers Compensations Claims

76 Dana: We have five of them, first is Fire.

77 Asst. Chief Nadeau: This was in the middle of night, we had a snow event with melting, they
78 arrived on scene and when walking around corner, he slipped on ice since it was dark. Near a
79 business on the Bypass. Did not feel injury at first, but next morning realized. Everyone should
80 have a flashlight, I don't know if they did or not. It was a dark area. All boots we buy now have
81 an "arctic grip," we tested them at the ice arena too.

82 Capt. Tewksbury: There's a video too with a demonstration between these and old boots, it's a
83 night and day difference.

84 Kim: Is it a special coating?

85 Asst. Chief Nadeau: It's built within the sole of the boot. It won't prevent all injuries, but will
86 help.

87 Ben: Next one was during snow blowing for sidewalks. They weren't using the normal
88 snowblower since it is being repaired, so this one doesn't salt behind as they go. The blower got
89 clogged, they were trying to unclog it and slipped when walking around the machine. Said he
90 was only sore, wanted to document it in case it got worse. Corrective action, making sure
91 surface is treated, but hard when in the middle of the storm.

92 Josh: We're taught to do a walkaround to assess the area, it's natural to jump right in but worth
93 it to slow down and take a minute.

94 Ben: Next one, not the first incident but this time was more severe. Person was exiting the
95 bobcat with the bucket. Employee was not comfortable with exiting and entering vehicle,
96 instead stepped onto the tire instead of into the bucket, tire was slippery and fell on concrete.
97 This was the second incident, we have gone over again the proper way to enter and exit, need
98 three points of contact, not supposed to step onto tire. Last time did not need medical
99 attention, this time EMS was called and taken to hospital for evaluation.

100 Dana: Does it have doors?

101 Ben: No, just windshield.

102 Kim: A demonstration would be helpful and seeing the individual attempt it to see if it's hard
103 for them to reach, maybe.

104 Ben: I will follow up with the Crew Chief. We were thinking of modifying bucket to have a
105 midway step in the bucket welded on, it may help without affecting function of machine.

106 Lt. Bradley: Last one was when officer was leaving domestic disturbance, slipped on stairs. They
107 could have paid more attention and taken their time since they were leaving the scene, not
108 rushing to it.

109 Asst. Chief Nadeau: These are common for time of year.

110 Francine: I think there is one missing.

111 Dana: We will check with Donna.

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113 VI. Other

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115 VII. Adjournment

116 *Motion to adjourn at 9:47 made by Dana, seconded by Ian. All in favor.*

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120 Minutes taken by Bridgette Grotheer, Administrative Assistant.