

GORHAM JOINT LOSS MANAGEMENT COMMITTEE

Meeting Minutes ~ February 27, 2014

***Members Present:** Robin Frost, Jeff Stewart, Denise Vallee, Buddy Holmes, PJ Cyr, Dave Rich, Shawn Costine and Connie Landry.

***Call to Order:** The meeting was called to order by PJ Cyr at 10:08am.

***Review and accept minutes:** The minutes from 12/19/13 were reviewed. Robin Frost made a motion to accept minutes as presented, Buddy Holmes seconded. All members voted in favor.

***Election of Officer:** Robin Frost made a motion to keep the officers the same (PJ Cyr – Chair, Dave Rich – Vice Chair and Jeff Stewart – Secretary). Denise Vallee seconded. All members voted in favor.

***Old Business:**

Town Safety and Health Plan: PJ Cyr distributed a CD with the Town Safety and Health Plan. De Department heads will distribute to their employees and review.

Public Works Department Inspection Updates: Buddy Holmes said they have tried to seal holes, but leaks still occur. Buddy also spoke about working on getting estimates for a new roof and new office space.

Highway Safety Committee (snow removal): The committee believes the PWD should have signs notifying traffic of “snow removal in progress”. Shawn Costine stated Rick Eichler has purchased similar signs and will get the info to Buddy.

Wellness: Discussion about updating the seal belt policy. Dept heads need to create a list (if not already completed) of “light duty” jobs their departments may have. Lists should be sent to Denise Vallee.

JLMC Webpage: Information referencing the Town of Gorham’s “Return to Work Program” will be added to the webpage by Jeff Stewart.

***New Business:**

Newsletter: Jeff Stewart passed out and went over the 2014 - second quarter JLMC quarterly newsletter. Newsletters will be posted on the JLMC website.

Incident Report Reviews: Denise Vallee and Buddy Holmes spoke about new incidents including plow vehicles.

Highway Safety Committee: Nothing was discussed as many items were touched upon earlier in the meeting.

Wellness: Discussion about activities the JLMC could offer to town employees such as hikes, walking program, Royalty membership, etc. A new “near miss” and a new “care management team” policy need to be added to the Safety Plan (page 11 & 12).

Injury Reporting: Denise Vallee and Buddy Holmes spoke about new incidents including a work related injury and a slip, trip and fall.

2014 Meeting Dates / Locations: Jeff Stewart suggested moving the meeting dates to the following months; Jan, Mar, May, Jul, Sept and Nov. Meeting dates will also move from the third Thursday to the first Thursday of those months. Discussion also took place about foregoing department inspections and instead have department heads bring a list of know issues and steps they will / are taking to fix them.

***Next Meeting:** Thursday, May 1, 2014. Meeting will take place at 10:00am in the Town Hall 2nd floor conference room.

***Adjournment:** A motion to adjourn and do a walk through inspection of the Library was made at 11:14am by PJ Cyr and seconded by Connie Landry. All members voted in favor.

***Inspection of PWD:** Elizabeth Thompson showed the committee members around the Library.