

GORHAM JOINT LOSS MANAGEMENT COMMITTEE

Meeting Minutes ~ November 6, 2014

***Members Present:** Denise Vallee, Buddy Holmes, Lisa White, Jeff Stewart, Rick Eichler, PJ Cyr, Shawn Costine, Curt Johnson, Connie Landry and Dave Rich.

***Call to Order:** The meeting was called to order by PJ Cyr at 10:04am.

***Review and accept minutes:** The minutes from 7/3/14 were reviewed. Rick Eichler noticed his name was omitted to those whom were at the common inspection. Rick Eichler made a motion to accept minutes as corrected, Lisa White seconded. All members voted in favor.

***Old Business:**

Inspection Issues: The inspection by the Department of Labor was discussed and Denise Vallee has signed copy stating the Town of Gorham is compliant.

Highway Safety Committee: Snow removal signs are in house at the PWD. Discussion took place about the when, where, how of placement of signs. Rick Eichler stated that the flaggers training course covered information about such signage.

***New Business:**

4th Quarter Newsletter: PJ Cyr asked as a reminder for the newsletter to be distributed / posted at each department.

Incident Report: Denise Vallee spoke about some minor incident with PRD, PWD and PD. All procedures were followed in a timely manner.

Highway Safety Committee: Discussed the end of the ATV season on the roads (closed as of 11/3/14). One minor accident with no major issues was reported by PJ Cyr. Parking ban goes into effect 11/15/14 through 4/15/15. Some discussion took place about public parking areas (along Railroad St.).

Wellness: Town picnic went well and was well attended. Discussed dividing responsibilities for each department and what they will bring / do for next year. Denise Vallee will speak with Cagney Hatch about training and funds available through Health Trust. A biometric reading will be available on 2/3/14 from 1:30pm - 7:30pm at the school. Denise also noted that employees and their spouses could earn \$75.00 (each) if the complete the online Risk Assessment and \$50.00 (each) if the do the Biometric.

***Other Business:** Rick Eichler wanted to let everyone know that an active shooter response class that will take place during the next department head meeting. PJ Cyr asked everyone to look at an update their departments Appendix C and Light Duty list of the Safety Plan and return it to him, so the safety plan may be updated for 2015. PJ Cyr also spoke about adding the Return to Work policy to the Safety Plan.

***Next Meeting:** Thursday, January 8, 2015. Meeting will take place at 10:00am at Gorham Town Hall 2nd floor conference room.

***Adjournment:** A motion to adjourn at 10:54am by Buddy Holmes and seconded by Dave Rich. All members voted in favor.