

# GORHAM JOINT LOSS MANAGEMENT COMMITTEE

## Meeting Minutes

December 19, 2013

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

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

**\*Review and accept minutes:** The minutes from 8/24/13 were reviewed. It was noted that there were a couple of items misspelled. PJ Cyr made a motion to accept minutes as amended, Denise Vallee seconded. All members voted in favor.

### **\*Old Business:**

**Newsletter:** Jeff Stewart passed out and went over the newly adopted JLMC quarterly newsletter. Jeff will create and issue the newsletter to each department to display for employees. Newsletter will focus on safety and wellness. Jeff will also continue to work on the newsletter after his time as secretary is completed.

**Town Safety and Health Plan:** The selectmen have approved the plan. PJ Cyr will create a PDF of the plan and distribute to the Department Head. The Dept. Heads will distribute to their employees.

**Common Inspection Updates:** Jeff Stewart informed the committee the work on fixing entrance to playground from Railroad St. and yellow strip on info booth porch to show lip on concrete will be done in the spring.

**Highway Safety Committee:** Changes to the plan have been presented to the selectmen. The selectmen plan to meet with Berlin to discuss the plan.

**Wellness:** PJ Cyr will forward the policies to Jeff Stewart for town employees wearing seatbelts and using cell phones. Jeff will post them on the Town of Gorham, JLMC webpage.

**JLMC Webpage:** Information will continue to be added to the webpage by Jeff Stewart.

### **\*New Business:**

**Incident Report Reviews:** Denise Vallee spoke about one new issue at the PWD (lifting) garbage truck.

**Highway Safety Committee:** Much discussion about snow removal. PJ Cyr will update the PD policy for contacting the director of PWD on road conditions. PJ will issue and discuss with officers and dispatch. Buddy Holmes asked about signage to warn people of snow removal "ahead" or "in progress". Discussion continued about a guide for removal and contacting other towns and the DOT.

**Wellness:** Denise Vallee discussed the Biometric Screening on 1/10/14 at the GMHS from 1:00-6:00pm. Employees and their spouses, who have the screening are each eligible for a \$50.00 check. Denise also discussed if employees and their spouses go online and fill out the HRA, each is eligible to receive a \$75.00 check. She also informed the committee that Cagney Hatch has completed the Health and Safety Coordinator workshop and the Town of Gorham received a \$500.00 check for wellness.

**Injury Reporting:** Denise Vallee spoke about how the reporting of injuries should happen. Employees should notify their Dept. Head and the Dept. Head should then notify Denise (for major injuries seek medical attention first). For injuries where a physician needs to be seen, contact Denise and she will contact the Medical Center to make an appointment. This is only when someone is hurt working on the job.

**Return to Work Plan:** Denise Vallee handed a packet out and asked that each Dept. Head update what they consider "light duty" for their departments. Employees may be asked to work with another department when on light duty. Chad Miller spoke about having a policy to have employees inform the Dept. Head about any injury that happened "off duty" that may hinder their "on duty" job.

**Election of Vice-Chair:** Jeff Stewart and Denise Vallee brought this to the committee. In the event of the JLMC Chair being unable to attend a meeting the Vice-Chair may run the meeting (so meetings are held as scheduled). PJ Cyr nominated Dave Rich as Vice-Chair. Denise Vallee seconded it all were in favor.

**\*Next Meeting:** Thursday, February 27, 2014. Meeting will take place at 10:00am in the Town Hall 2<sup>nd</sup> floor conference room. Election of new officers will also take place during the meeting. Site inspection of the Library will take place immediately after the meeting.

**\*Adjournment:** A motion to adjourn at 11:45am was made by Jeff Stewart and seconded by PJ Cyr. All members voted in favor.

**\*Inspection of PWD:** Buddy Holmes showed committee members about the building and indicated many water leaks.