

Joint Loss Management Committee  
Minutes of Meeting  
February 10, 2009

Present: Liz Dionne, Jodi Pinard, Lee Ann Chase, Steve Agrafiotis, Rob Hebeert  
Joe Hebert, Phil Arnone

Absent: Scott Tremain, Mike Hoisington, Dennis Desrocher

Also Present: Kevin Flanagan, Wynette DeGroot from LGC

The Committee reviewed the minutes from January 13<sup>th</sup>. Liz motioned to accept the minutes as presented, second by Jodi. All in favor.

Kevin and Wynette introduced themselves. They are from LGC are attended the meeting to go over some of the basic responsibilities of the Jt. Loss Management Committee and some of the ways they can help. The Committee reviewed the claims from 2008. There was a discussion of the trending of the claims, and what could be done to prevent some of the accidents. Kevin and Wynette suggested some workshops to help with the prevention of some of these accidents. They will be having one for outdoor worker safety at LGC and another one could possibly be done at highway department for everyone to attend. Some other workshops that they highly recommended was car control and one for back injury prevention.

Several years ago incident forms were distributed for accidents and notifications. It was suggested that it be part of the notification system for Jt. Loss. Diane will redistribute this form again.

There was a discussion on the Town's Municipal Safety Plan. A Dept. of Labor "Administrative Rules for Safety and Health" booklet was distributed to several members. Kevin and Wynette will be attending the March 10<sup>th</sup> meeting with more copies. It will serve as a guideline for the Committee to review our current plan. They will also do an overview of the Jt. Loss Management with a powerpoint.

Kevin noted that the LGC will be updating us with trainings and reports. He explained that a report showed that 1/2 of the employees/spouses are at low risk for health and that 1/2 are at medium high risk. The majority of employees fall in the 25-45 year old bracket. This report will help direct us in the best direction for programs. An example that was used was the "smoking cessation". Hooksett employees have taken advantage of the training and help associated with this topic. An emphasis was made to inform employees to fill out the health analysis questionnaire. The deadline is March 31, 2009. Phil mentioned again that he would like to see some sort of nutritional workshop. Diane is checking into this.

The next discussion was on safety inspections regarding municipal buildings. A checklist was provided, but we are encouraged to add to this or develop our own. An example used was to make sure every building had evacuation plans posted. It is important to note that this is an employee inspection to make sure that buildings are safe for the working environment. Kevin and Wynette suggested that we might assign 2 people to a building subcommittee.

Minutes to these meetings should be posted for all employees to be able to read. A copy will be sent to all departments.

The meeting adjourned at 3:00.