

## **JOINT LOSS COMMITTEE MEETING MINUTES**

**NOVEMBER 18, 2014**

**1:30**

**TOWN HALL**

Attending: Diane Boyce-Transfer, Philip St. Cyr-Primex, Lee Ann Chase-Library, Michael Hoisington-Fire, Robert Hebert-Parks & Rec., Phil Arnone-Parks & Rec., Donna Fitzpatrick-Administration, Matthew Lavoie-Code Enforcement, Bruce Kudrick, Dennis Desrochers-Fire. Absent from meeting: Jon Soulia-Maintenance, Jon Daigle-Police, and Sewer.

Meeting started 1:35

Discussed approving prior meeting minutes.

For all of the inspections that we do suggested that we make an excel file to follow up with recommendations. To make sure things are getting fixed.

Went over Court House inspection done by Rob and Dennis. Sending list to Leo to follow up with and to see what can be done with the Happy Helpers Clothing Bank.

Lee Ann will work on procedures for Dept. Heads for a 2 month follow up and then attend a Dept Head meeting to talk with them.

Diane, Bruce and John will do the inspection of the Town Hall.

Phil from Primex went over the claims list from 7/1 to today. He wanted to make sure that people know that they are required to report by 5 days. Donna gave us the people that they are required to report to. They are:

Police- Francine Swafford

DPW- Jessica Call

Fire- Pat Bona

Other Town Depts.- Donna Fitzpatrick

They are able to log in from home to Primex if they need to report on a weekend or holiday.

Phil talked about the Best Doctors Program that currently Dr. Shankle is looking at. If it is decided that we move forward with this we will get to have a program to learn more about it.

Phil also passed out Brochure with Training tools, calendar of up coming events and the Primex 2015 Annual Conference info.

Passed out the Primex General Building Checklist to everyone to use to periodically.

Donna passed out the RSA 281-A:64 which JLMC committees are mandated by for Workers Compensation for Safety Provisions.

Talked about the Safety Manual how to make sure that all personnel have read them. They are required to read and sign that they have. Donna is working on something as a video and multiple choice questions. Diane says that she goes over a section at her meetings sometimes to refresh staffs memory.

Donna passed out Section 1 which is the introduction and Section 8-Motor Vehicles to talk about making sure staff are wearing their seat belts was wondering if we should add something about using cell phones while driving.

Law will go into effect July 1, 2015 there will be a statewide ban on handheld cell phone use by drivers.

We talked about the on-line training that is available from Primex and Phil said that he has tried a class and keeps track of where you leave off so you can continue. Discussed doing some recommending courses on safety for us to work on as a group will look at list and make recommendation at next meeting.

Bruce was concerned about the Hot Works paper work that Jessica gave him. Figured out that he thought it was for him and his staff and let him know that it is for contractors that are doing work for his dept.

Discovered that the Union at PD Dept is not being represented at Joint Loss send an invite to Brian Williams.

Adjourned 3:15