

## **JOINT LOSS MANAGEMENT COMMITTEE**

### **MEETING MINUTES**

**FEBRUARY 10, 2015**

Present: Lee Ann Chase-Library, Sally Tanner-Primex, Jon Daigle-Police, Mike Hoisinton-Fire, Donna Fitzpatrick-HR, Linda O'keefe- Sewer, Kim Blichmann-Tax, Matt Lavoie-CEO, Joe Czarnecki-David & Towle. Not present: Phil Arnone-Parks & Rec., Rob Hebert-Parks & Rec., Diane Boyce-Transfer, Dennis Desrochers-Fire.

Called to order 1:30

Primex went over our slip/falls since Nov. 2014

Donna talked over a few that we had that are outsiders that are using the Town Hall. They are people that are using the Town Hall and there is a Certificate of Insurance for them. We discussed better communication with them not leaving things that could be tripped over and maybe find some room that they could store stuff in so this would not happen again.

Talked about after an inspection sending a copy to Joe from David & Towle to see if he thinks that something is a hazard or risk that should be a priority.

Joe would like to reach out to all depts. to meet with them to let them know what he has to offer. He will be doing programs such Fleet Safety, Risk Transfer and Distracted Driving. There are some programs that are done by a third party and there may be a cost.

If we inspect one of the larger building and would like Joe's input he said that he would be will to come out and help.

Waiting on Council approval of Hot Works (Contractors) when approved will add it to our Safety Manual.

Donna will be meeting with Joe and come back to our next meeting with a list of courses that are available for us to use.

Discussed that if a member of Joint Loss is not available for the monthly meeting that there would be a substitute that they would send in their place.

Went over Primex on-line training options and we selected for the Joint Loss Members we would all take the Ergonomics and Fire Safety class at [www.nhprimex.org](http://www.nhprimex.org), Education & Training tab, OnLINE Training. We will discuss next meeting.

All inspections are on hold until spring.

Talked again about making sure when there is accident that person files forms immediately. Then let claims personnel take care of the processing.

Will be setting up a date for an AED meeting with Jessie from the Fire Dept.

Reminder for the Biometrics Screening on April 6, 2015 from 9-3 at the Town Hall.

Motion to adjourn by Matt second by Mike at 3:15