

JOINT LOSS MANAGEMENT COMMITTEE

MEETING MINUTES

MARCH 10, 2015

Present: Lee Ann Chase-Library, Phil St. Cyr-Primex, Donna Fitzpatrick-Admin., Kim Blichmann-Tax, Michael Hoisington-Fire, Bruce Kudrick-Waste Water, Matt Lavoie-Code Enforcement. Not present: Diane Boyce-Transfer, Rob Hebert-Parks & Rec., Jon Daigle-Police, Phil Arnone-Parks & Rec., Sewer Dept., Dennis Desrochers was present but received a call and had to leave.

Call to order 1:35

Minutes from February 10, 2015 approved by members

Donna let us know that Joe from Davis & Towle would be coming to our April 14th meeting to go over the courses that are offered.

Donna told us that the Town will be completing quarterly background checks for driver's records for employees listed on the DOT and Non-DOT lists. These are employees who operate Town heavy equipment or Town vehicles. The selection would be from Administration/Human Resources to take ¼ of each list each quarter so that all employees (not a percentage like the random drug testing program) on these lists are completed by year's end. The year is defined as January 1st to December 31st. An employee would have one driver's records check per year unless there was reasonable cause/ suspicion to complete more. An employee will know if they have been chosen, because they will need to sign the Release of Motor Vehicle Records form.

If anyone has any questions contact Donna. Council adopted procedure after hearing from Travelers. The cost will come from the Admin budget line.

Talked over claims-how to prevent. Talked about Yaktrax and that the Transfer now has them and they love them.

Phil let us know about the Primex Annual Conference at Mount Washington Resort, May 13-14. That we could go to it for free if we would like to.

Council approved adding Hot Works to our Safety Manual. It was discussed if it was the appropriate place for it as the manual is for town employees. Also talked about adding a contractor page as the Hot Works is for contractors. After our discussion about it we decided to add it after the Lab 1403.64 Welding in Confined spaces on page 73. Will be changing the wording and removing Travelers name and putting in Liability Insurer.

Adjourned meeting at 2:45

Submitted by Lee Ann Chase