

# JOINT LOSS MANAGEMENT COMMITTEE

## MEETING MINUTES

OCTOBER 13, 2015

Safety Center – 15 Legends Dr. Hooksett, NH

### Call to Order

Meeting called to order 1:35pm.

### Attendance

Present: Donna Fitzpatrick-Admin./HR & JLMC Chair, Jon Daigle-Police, Mike Hoisington-Fire-Rescue, Bruce Kudrick-Wastewater, Kim Blichmann-Tax, Matt Lavoie-CEO, Phil Arnone-PW Parks & Rec., Rob Hebert-PW Parks & Rec., and Diane Boyce-Public Works.

Missed: Dennis Desrochers-Fire-Rescue, Lee Ann Chase, Library.

### Approval of Minutes

*M. Hoisington motioned to approved the minutes of 08/11/15 as edited by D. Fitzpatrick. Seconded by K. Blichmann. Vote unanimously in favor.*

### Presenters

Joe Czarnecki, Davis & Towle (D&T), Property-Liability Insurance: Travelers is the Town's property-liability insurance carrier. Davis & Towle is the broker who provides local training and assistance. 12/15/15 D&T hosting supervisory liability training at their Concord, NH location 9-11am; dept. heads should attend. Referred to RSA 508:22 & 489-C for plowing/decrease salt use.

Steven Bernstein, EAP: Facilitated "Grace Under Pressure Training" to JLMC members. JLM C would encourage other Town staff to participate in EAP trainings. D. Fitzpatrick and M. Lavoie to bring subject up at future dept. head meeting.

### Inspections

Public Works – Highway: D. Fitzpatrick & Captain Daigle completed inspection on 09/30/15 guided by D. Boyce, PW Director. D. Boyce will address safety items with Building Maintenance Division and Town Administrator.

Town Hall inspection to be completed by K. Blichmann & M. Lavoie prior to next meeting.

### Workers' Compensation (WC) Claims/Prevention Trainings

D. Fitzpatrick: Brief overview of WC claims to date. 10/30 7:00am @ Public Works = Snow Plow Operating Training

### Safety Manual/Trainings

D. Fitzpatrick: Chief Bartlett "Hooksett Safety Manual Section 801 (1) states that NH state police will do accident reports for all town vehicles." This needs to be changed to Hooksett Police will do crash reports for town vehicles (this is the current protocol). Administration awaiting bringing update to Town Council for approval pending outcome of Public Safety Administrative Consolidation in case this outcome results in more Public Safety "Safety Manual" changes.

### Other

None.

### Adjournment

*M. Hoisington motioned to adjourn at 3:05pm. Seconded by K. Blichmann. Vote unanimously in favor.*