

# **JOINT LOSS MANAGEMENT COMMITTEE**

## **MEETING MINUTES**

**March 8, 2016**

**Hooksett Library - 31 Mt. Saint Mary's Way**

### **Call to Order**

Meeting called to order 1:35pm.

### **Attendance**

Present: Matt Lavoie-CEO, Lee Ann Chase-Library, Diane Boyce-DPW, Harriett Spencer-AFSCME, Robert Hebert- PW Parks & Rec., Bruce Kudrick-Waste Water, Phil Arnone-PW Parks & Rec.  
Missed: Donna Fitzpatrick-Admin./HR & JLMC Chair, Mike Hoisington-Fire-Rescue, Dennis Desrochers-Fire-Rescue (union rep.), Kim Blichmann-Tax, Jon Daigle-Police.

### **Approval of Minutes**

B. Kudrick motioned to approve the JLMC minutes of 1/12/16. Seconded by D. Boyce.  
Vote unanimously in favor.

### **Site Advocates – NHIT Wellness Incentives**

Discussed the upcoming education sessions and the Hydration challenge and that we would receive NHIT water bottles and tracking forms at the April 12th meeting.

### **Presenter: Mary Kimmel, MKS Performance Solutions, LLC**

*"Constructive Communications: Giving and Receiving Feedback"*

Mary went over providing effective and constructive feedback, by using examples, giving us a formula to follow and how to reframe our wording so we are not making attacking statements. Making sure we document the facts: who, when, where and what happened. Mary let us know that Employee Assistance Program is available to employees and anyone in the household and that it is confidential does not go back to anyone in the town. She gave us the website, nhitrust.org and encouraged us to look at other information that they offer. Was an informative and helpful program.

### **Inspections**

Safety Center: M. Hoisington and D. Boyce will complete the Safety Center inspection. They requested to have J. Daigle/designee to escort them through the Police side of the building.

Attached are the Inspection notes. Bruce added that a plumber was at the Police Station and let him know that the bay that they bring the prisoners in had a lot of sand in the drain. Not intended to be a wash bay and if they are going to continue to wash vehicles in the bay that the drainage would need to be changed to accommodate the debris. Diane will look into this.

**Workers' Compensation (WC) Claims/Prevention Trainings** none.

**Safety Manual/Trainings** none.

**Other**

Diane brought up that our ratio of Management and employees is now out of synch. Need to look at and rectify.

Bruce asked about the generator at the Town Hall. Did it have an automatic switch or alarm? Diane said that it did not that the transfer had to be done manually. She said that a group did a walk through to see how this need to be done. Recommended that procedures be written up and located next to generator and with other emergency procedures. Generator is only for emergency lights, heat and to get people out. Noted that emergency lights only last for a few hours. Was recommended that budgeting for a new generator that had an alarm and turned on automatically would be something to think about in the near future.

**Adjournment**

meeting adjourned at 3:00