

DRAFT

**Town of Sandown, NH
Joint Loss Management Committee**

Meeting Date: Wednesday, April 12, 2017

Type of Meeting: Regularly Scheduled

Method of Notification: Public Posting ~ Town Hall, Post Office and website

Meeting Location: Sandown Town Hall

Present: Chairman Joseph Gordon, Michelle Short, Mike Devine, and Paula Gulla

Absent Selectman Liaison Tom Tombarello

Guest: John Runcie –new member pending formal appointment

Pledge of Allegiance

Chairman Joseph Gordon called the meeting to order at 2:03pm.

Review of Minutes of Previous Meetings

MOTION by Michelle Short to approve the minutes of 12/21/2016 as written

SECOND by Mike Devine

MOTION PASSED UNANIMOUSLY

Old Business

Filling Open Employee Representative Position

John Runcie has submitted a letter of interest to the committee to join as an employee representative.

MOTION by Paula Gulla to recommend John Runcie for appointment to the Joint Loss Management Committee as an employee representative

SECOND by Michelle Short

MOTION PASSED UNANIMOUSLY

This information will be forwarded to the Board of Selectmen for John's formal appointment

Filling Open Employer Representative Position

Kirsten Rundquist Corbett has resigned as Library Director and this results in an open position for an employer representative. The committee discussed several options and decided to contact the new Library Director when he/she is hired about joining the committee. The Library has a potential candidate for the position.

Follow up – Water Testing – Government Buildings

A discussion began regarding what government buildings are currently listed as public water supplies and therefore subject to mandated routine water testing. Currently the Town Hall is

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listed as a public water supply. There was question as to whether this was still the case and Paula relayed information from the State that stated the two main criteria for public water supplies is whether there is a plumbed water fountain and whether there is a kitchen with food preparation and rental to the public. Since the Town Hall is rented out to the public, it remains a public water system and remains subject to the mandated routine water testing requirements.

Deb Brown has been contacted by the State since the Recreation building now falls into the same category as the Town Hall. Deb is working with Health Officer, Ed Mencis on the water testing that will be required.

The committee discussed the fact that they recommend all government buildings have some type of water testing performed, whether mandated or not. The Police Station has water bubblers in the cells and the other government buildings are open to the public or have employees that use the water. The committee will draft a letter to the Board of Selectmen suggesting that if a government building is not mandated for testing, at least 2 voluntary water tests are performed each year to protect the employees and any public that may be using the water in the building. The buildings not already performing routine testing include: Central Fire Department, Library, Highway Garage, Depot, Cemetery and Recreation building. Paula will contact the head of each building to see if they already perform any voluntary water testing.

New Business

Testing of Panic Buttons

Chief Gordon will arrange the testing of panic buttons at a date and time in the near future.

Primex – Prime 3 Program

Paula explained to the members that the Town has a new property liability insurance company, Primex as of July 1, 2016. Primex offers a monetary premium discount to the Town if we meet the requirements outlined in their Prime 3 program. There are 10 main goals to meet:

- 1) Establish and track loss experience benchmarks
- 2) Maintain an active and compliant Joint Loss Mgt Committee
- 3) Maintain a current written Safety Program
- 4) Maintain prompt Claim Reporting Procedures
- 5) Maintain a Temporary Alternate Duty Policy
- 6) Maintain a Slip, Trip and Fall Prevention Policy
- 7) Annual facility inspections by the Joint Loss Mgt Committee
- 8) Maintain a Seat Belt Use Policy
- 9) All Required Federal/State Workplace Postings are posted and current
- 10) Maintain an policy against Harassment and Discrimination

Some of these are already in place via the current personnel policy. Several discussions arose regarding some of the topics. A question was asked if we could implement a seat belt policy for the town when one does not exist at the state level. Chief Gordon explained that the police already have that policy in place and the town can have more stringent policies than required at the state level. Chief Gordon would like to know if the discount that the town will receive is significant. Disciplinary actions were also discussed if policies were not followed and the

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100 members wondered what impact that may have on the insurance company's requirement to pay a
101 claim if an employee was not following procedures and policies that are in place.

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103 Michelle asked if Highway, Police and Fire have their own policies and procedures that may
104 include some of the above suggested policies and she was informed that some policies are
105 already in place.

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107 This topic will be discussed on an on-going basis over future committee meetings.

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109 **Building Checklists and Site Visit for 2017**

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111 **Building Checklists**

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113 The members reviewed a Primex suggested building checklist and after a brief discussion, it was
114 established that this would be sent out to all Department Heads with a requested return date of
115 June 1, 2017.

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117 **Site Visit**

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119 The committee also discussed performing a site visit at Miller Field and possibly the Town Hall
120 this year. Michelle again expressed concern over the steps entering the Town Hall entrance near
121 her office. Multiple residents continue to struggle to climb the stairs and open the heavy doors.
122 In the interim, Michelle suggested a "step up" sign be put up to point out to residents there is one
123 more step up to enter the building from the concrete steps.

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125 **Review of Worker's Compensation Data**

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127 No worker compensation injuries were reported for 2017.

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129 **Safety Policy Update**

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131 Michelle has been working on an updated safety policy and had several questions including if
132 Highway, Police and Fire have their own policies that may be included in the current safety
133 policy. The three departments do have certain policies already in place and that will be noted.
134 Michelle stated it may be a good idea to review the safety policy as part of each employee's
135 annual performance evaluation.

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137 **Election of Committee Positions**

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139 Chair, Vice Chair and Recording Secretary positions will remain the same.

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141 The meeting adjourned at 3:05 pm

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144 Respectfully submitted,

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147 Paula M. Gulla

148 Recording Secretary