

DRAFT

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

Meeting Date: Wednesday, May 2, 2018

Type of Meeting: Regularly Scheduled

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

Meeting Location: Sandown Town Hall

Present, Michael Devine, John Runcie, Deborah Hoadley and Paula Gulla

Absent: Chairman Joseph Gordon, Selectman Liaison Tom Tombarello,

Guests: Dawn Nicolaisen and Alison Rochenski –potential new members pending formal appointment

Pledge of Allegiance

Paula Gulla called the meeting to order at 2:05pm.

Review of Minutes of Previous Meetings

MOTION by Deb Hoadley to approve the minutes of 03/07/18 as written

SECOND by John Runcie

MOTION PASSED UNANIMOUSLY

New Business

Potential Filling of Management Representative Positions and Employee Position

With the resignation of Michelle Short, there was an open management representative position. The committee sent invitation letters to both Dawn Nicolaisen, Town Clerk/Tax Collector and Deb Brown, Recreation Director. Both Dawn and Deb sent letters of interest and agreed to join the committee.

MOTION by Paula Gulla to recommend Dawn Nicolaisen to fill a management representative position on the Joint Loss Management Committee

SECOND by John Runcie

MOTION PASSED UNANIMOUSLY

MOTION by Paula Gulla to recommend Deb Brown to fill a management representative position on the Joint Loss Management Committee

SECOND by John Runcie

MOTION PASSED UNANIMOUSLY

These recommendations will be forwarded to the Board of Selectmen for their approval and formal appointment to the committee.

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With two new management representatives potentially on the committee, there is now an opening for an employee representative. Alison Rochenski is sitting in with the committee and will decide soon if she will join the committee.

Re-Appointment of JLMC member to March 2019

The Board of Selectmen approved the existing members for re-appointment to a term to expire March 2019. Paula reminded members to get sworn in at the Town Clerk's Office.

Review of Worker's Compensation Data

The committee reviewed the current worker's compensation data for all town employees including Library personnel. The Library has a separate policy with Primex and therefore their worker's compensation data is also separate. The town policy had no worker's compensation claims for 2018. Deb Hoadley gave an update on an existing Library worker's compensation claim and stated it is still an open claim, however the employee has returned to work with some modifications. The committee again agreed there was no remedial action needed to prevent something like this claim from happening again in the future.

Old Business

2018 Site Visit

The committee discussed options for visiting sites this year. After a brief discussion and suggestion by Alison, the member agreed to visit the Town Hall as a group and then split into smaller groups to do site visits at Miller Field and the Transfer Station. The Town Hall visit will be incorporated at the beginning of the next meeting and a separate date will be scheduled for the other 2 site visits.

Building Checklists to Department Heads

Self-inspection checklists were sent to Department Heads and most have been returned by the deadline except for 3 buildings. Reminders were sent to those Department Heads.

The committee members briefly reviewed the checklists that were submitted but these will be reviewed in greater depth once all checklists have been received.

Safety Policy Update

Members have been in the process of updating the existing safety policy. A draft version is almost complete. The committee has kept in mind that with the completion of this and other tasks, the town may be eligible for a Prime3 discount of \$1400 from Primex. The committee reviewed several sections of the draft policy and a discussion began regarding the use of seat belts. The Town's personnel policies and procedures have recently been updated regarding the use of personal vehicles and use of seat belts was included in that update. However, the committee is looking at a policy regarding the use of seat belts in town vehicles. Mike Devine stated the Fire Department equipment except for the antique fire truck all have seat belts and firefighters are required to wear their seatbelts at all times. The Highway Department vehicles also have seatbelts in all vehicles. Chief Gordon was not present to comment on the use of seat belts by Police officers. This will be discussed at a future meeting. The committee members

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99 made several small revisions to the seat belt policy and the slip, trip and fall policy. Paula will
100 make the revisions, forward a revised copy to all members. The next step is to have the Town
101 Administrator review the draft safety policy in comparison to the current personnel policies and
102 procedures. After that, the policy will be presented to the Board of Selectmen for their review
103 and ultimate approval.

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105 **Employee Training**

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107 Mike Devine expressed an interest in scheduling fire extinguisher training and CPR training for
108 all employees annually. He is looking into options and will keep the committee informed.

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110 Mike brought up a point regarding the AED units. If the unit is used, the pads would need
111 replacement. Alison agreed to check the units on a regular basis to be sure the pads had not been
112 used or tampered with.

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114 Deb Hoadley also informed the committee that she is looking into ALICE (Alert-Lockdown-
115 Inform-Counter-Evacuate) training for library personnel. She feels that this is a very pertinent
116 training that could benefit all town employees, school and church personnel. There is a cost for
117 the training, however, significant personnel could be trained and then provide that training to the
118 rest of the town employees. Deb will keep everyone informed as to her progress.

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120 MOTION by Paula Gulla to adjourn the meeting

121 SECOND Mike Devine

122 MOTION PASSED UNANIMOUSLY

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124 The meeting adjourned at 3:10 pm

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127 Respectfully submitted,

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130 Paula M. Gulla

131 Recording Secretary