

Joint Loss Management Committee
Meeting Minutes November 14, 2017
Public Safety Building

Present: Chief Bengtson, Fire Rescue; Carol Fucarile, Town Hall; Walter Johnson, Town Administrator; Norm O'Neil, Human Resources Manager; Dan Sturgeon, Recreation Department; Scott Sorrell, DPW; Chief Wetherbee, Police Department

Absent: N/A

Call to order @ 9:06am

Approval of Minutes of previous meeting: Moved by Walter Johnson; Second Dave Bengtson; All in favor; Short discussion followed about moving minutes on line. Walter indicated to send them to Allison for posting on line following approval.

Business:

Primex Loss Management Consultant - Rick Alpers is our new Primex Loss Management Consultant. Rick was not able to attend this meeting but would like to attend next meeting schedule permitting. Both Walter and Norm have worked with Rick in the past and spoke highly of him. We can ask him for some guidance on attaining the Prime designation.

Prime Program – The Committee discussed the Prime Program, a series of 10 practices that are conducted by members to improve the Health, Safety of employees and reduce the Towns exposure to losses. The committee reviewed the **Prime3 Self-Assessment** practices that include establishing **Loss Experience Benchmarks** (Slips, trips and falls should be one of them); Having and **Active JLMC**; A current **Written Safety Program**; **Prompt Claims Reporting Procedures**; **Temporary Alternate Duty Policy**; A **Slip Trips and Falls Prevention policy**; **Facility Inspections**; **Seat Belt Use Policy**; **Required Federal Postings** in place and a **Harassment & Discrimination Policy**. The Town has many of these in place. Several members agreed to work on identifying what is in place and bringing it to the next meeting with the goal of working on those areas that needed to be updated and implementing those that had not yet been addressed by the Town.

The Committee also discussed there was a small financial incentive to the Town for attain the Prime designation in the form of a 1-2% credit to the premiums but the main reason to do it was to avoid the negative impacts associated with injuries to individuals.

Action Plan for 2018 - The main goal of the action plan for 2018 will center around completing the Prime program in an effort to bolster the importance of safety as a core town value.

After Action Discussion – Health & Safety Fair - What worked was the open forum and interaction with the vendors (Primex and HealthTrust), the location was OK; What Didn't – only 3 people showed up for the Fire Extinguisher training and the time for the was too long 9-12. What can we do better – next time hold it from 9-11; have a checklist of what to visit as part of the submission for the raffle; follow up and let everyone know who won the raffle and hold it at the Public Safety Building or perhaps over at Recreation.

Old/Standing Items:

Yak Trax – There was discussion on where they would be most beneficial e.g. with positions that had to be outdoors during inclement weather or for all employees. Chief Wetherbee noted the benefit to all as it did not matter which employees were injured or how as it had a negative impact on the Town as a whole due to loss of work and employee health costs. Scott will get updated information on Yak Tracks he received at the snow

plow safety program at Primex to HR and town will send out in Payroll stuffer; Walter will purchase and bill each department's budget as applicable.

Accident on the Neck Rd. – Vehicle parked on corner; sun was just rising and at a bad angle such that the driver of the crane truck that hit the Town DPW vehicle did not see it. It was noted by Scott Sorell that a “work zone” sign placed on the roadside before the curve could have provided early notice to the crane driver there was a roadside vehicle ahead. This is or should be a best practice for future roadside work.

Informational Items:

Primex – Upcoming Training Calendar was discussed with 2 programs of interest. 11/7 Solid Waste Operator Safety – one Town employee scheduled to attend and 12/8 – Webinar on Customer Service. Chief Bengtson and Kelly are scheduled to view the webinar. Dan stated the Supervisors Academy was excellent; that once you attend a program Primex generally emails programs out to you; Walter often sends out programs of interest to employees. Walter also mentioned NHMA also had programs of benefit to the Town and that generally there was a small fee associated with them as well.

Other Business: Chief Bengtson attended the NH Fire Symposium at Primex. He handed out Charts for Accidents and Incidents reporting that he received that were part of the City of Keene safety manual. There was some discussion of the Towns reporting procedures and all were required to report all injuries that required first aid even if it were minor. Town Administrative Regulation #12 spells out the reporting procedure.

Next meeting, tentatively scheduled for Tuesday, February 13, 2018 at 9:00 AM at the Public Safety Building.

A motion to adjourn was made at 9:55 by Dave Bengtson and seconded by Carol Fucarile; all in favor.