

September 3, 2020

JLMC Meeting Minutes (Safety Committee)

Committee Members present: EJ Hoyt, Pay Moynihan, Mike Bilodeau, Lara Berry, Martha Roy and Kevin Kelley

The committee discussed switching the JLMC meetings to the morning in the future for better attendance. All were in favor of this idea. K. Kelly will get in touch with L. Thomas to check on his morning schedule and get back to the committee

K. Kelly handed out the Joint Loss Management Committee responsibilities sheet from Primex.

The committee reviewed the prior meeting's minutes. L. Berry commented that she was not at the June meeting and her comment should be attributed to the March JLMC committee minutes. The committee accepted the June minutes as revised.

The safety plan was reviewed by the committee. E. Hoyt asked if it could be put on the website.

K. Kelley pointed out the need for inspections at the Fire Department, Library and Meeting House. The December 10th JLMC meeting will be held at the Old Town Hall on the second floor, time to be determined. K. Kelley offered to give a tour, as a learning experience for the committee, to understand exactly what inspections entail. The committee consensus was that this is a good idea.

The temporary alternative duty policy was reviewed. P. Moynihan asked about how the policy would work when an employee, from a different department, was sent to work at another department as an alternative duty job, who would supervise? M Roy will research and get back.

M. Bilodeau stated that the Police Department should be able to put all of their injured employees back to work without going to another department.

E. Hoyt asked why the policy only lists four months of temporary alternative duty? What if the employee is out longer than that with an injury that last six months? M. Roy will research and get back.

E. Hoyt asked if the CDL certification is required for fire employees? Does Primex require CDL's? The DOT physical is \$800 each which adds up with new hires each year.

The police department completes yearly driver license checks on all officers

The committee does not approve the new Motor Vehicle Driving Record Policy at this time however all departments are checking the driver license status of their employees that drive town vehicles.

The committee reviewed and approved the Seatbelt Policy and the Slip, Trip and Fall Policy.

The committee discussed use of grips for the bottom of shoes and boots to prevent slips, trips and falls. The Fire Department has equipped all officers with “yak tracks” to prevent slipping. They have also discussed new bunker boots with grips that are built into the boots.

The committee recommended that grips be given to all employees for their shoes.

The committee consensus was that all town parking lots need to be salted when it snows to prevent slipping and falling.

The committee discussed how to get the JLMC committee minutes out to all employees. They agreed to put them on the website and notify the employees through payroll stuffers that the minutes will always be there.

M. Bilodeau distributed “schools open, drive carefully” signs for all departments to put in a prominent place.

The meeting was adjourned at 1:45 PM.

Respectfully submitted by M. Roy