

JOINT LOSS MANAGEMENT COMMITTEE
January 23, 2024

MEETING MINUTES

Present: Gail Jablonski, Business Manager (minute taker)
Todd Selig, Town Administrator
Sam Hewitt, Asst. Director, Public Works
Jennifer Johnson, Administrative Assistant, Police
Audrey Cline, Building Inspector/Code Enforcement
Nick Bennion, representing AFSCME
Devon Skerry, representing DPFFA
Jim Brown, representing DPMMA
CJ Young, representing DPOA

Guest: Dave Witham, Primex

1. Call to Order: The meeting was called to order at 9:00 am.
2. Dave Witham, Primex, gave an overview of the Committee's responsibilities as follows:
 - Quarterly meetings (minimum)
 - Post minutes
 - Equal employee and management representation
 - Annual building inspections
 - Accident review/investigation
 - Worker's Compensation injuries and loss review
 - Safety Program
3. Sam Hewitt was elected as Chairperson and Gail Jablonski as minute taker.
4. Insurance Claims:
 - a. Review of Worker's Compensation Claims:
 - 2021 = 23 claims costing \$256,631.26
 - 2022 = 24 claims costing \$196,157.87
 - 2023 = 16 claims costing \$13,654.65
 - b. Review of Property/Liability Claims:
 - 2021 = 15 claims costing \$52,330.34
 - 2022 = 11 claims costing \$84,459.68
 - 2023 = 17 claims costing \$123,068.67

The reason for the claims was discussed in a general manner. A discussion was held on when to report a claim. It is best to report something and have it on file rather than having the employee come back much later and stating they are now having issues due to something that happened in the past. The Fire Department reported that they keep a log of any type of injury that occurs. It was requested that the term "other" not be used if there is an option closely related to what happened to help assist with data comparison.

5. Safety Policies: Discussion was held on whether each department had safety policies pertaining to their operations. The Fire Department does have a separate department safety policy in place. The Public Works Department currently uses the Town's policy as does the Police Department.

The Town's safety policy was distributed to all members to review prior to the next meeting. A discussion was held on the best way to update it and whether the items currently included all need to remain in place or should separate policies be developed for each department for items that pertain to only them. It was stated that a department policy can include more items than the Town's policy but not less. If something is not included in the department policy the department shall refer back to the Town's policy.

Audrey Cline volunteered to review the Town's Safety Policy and update any references to State RSA's or other regulations.

6. Training programs offered by Primex were discussed.
7. Building Inspections. The Committee discussed building inspections and how they should be handled. All buildings should be inspected annually. These inspections are to look for obvious, everyday safety issues; not to inspect for code compliance. It was determined that a list will be generated of all the buildings and inspections set up for each one. These inspections will be held outside of the Committee meeting and will have a representative from DPW and a representative from the department performing the inspection. Nick Bennion offered to work with the GIS Administrator and develop a digital tool through ArcGIS platform utilizing the General Building Checklist document provided by Primex. Sam Hewitt will develop an inspection list for all buildings and send it out to committee members. A list of concerns/issues found during the inspections will be reported back to the Committee at the next meeting following the inspection.
8. The following meetings were set for the upcoming year and will be held in the Town Office Council Chambers.

April 23, 2024 – 9:00 am
July 23, 2024 – 9:00 am
October 22, 2024 - 9:00 am

Gail Jablonski moved to adjourn the meeting, seconded by Nick Bennion and approved by all members at 10:10 am.