



Human Resources Coordinator
58 Opera House Square,
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JOINT LOSS MANAGEMENT COMMITTEE

MINUTES

November 8, 2016 - 9:30 AM
Visitor Center 14 North Street

CALL TO ORDER:

The meeting was called to order by Bette Shattuck.

ROLL CALL:

Present:	<u>Representative</u>	<u>Department</u>	<u>Representing</u>
	Bill Hardy	CFD	Employee
	Marcy St. Pierre	CPD	Management
	Marlene Jordan	Accessing	Management
	deForest Bearse	P&D	Employee
	Theresa Cargill	P&D	Employee
	Bette Shattuck, Chair	HR	Employee
	Lisa Richmond	Finance	Management
	Pam Dyer	Payroll	Employee
	Vic St. Pierre	DPW	Management
	Mark Brislin	Parks & Rec	Management
	Chris Pixley	CFD	Management
	Phil St. Cyr	Risk Management Consult.	Guest

MINUTES OF PREVIOUS MEETING

Motion to approve the minutes with one amendment, to add Bill Hardy's name to the roll call for the August 9, 2016 meeting. The motion was introduced by Lisa Richmond and seconded by Bill Hardy. Motion passed unanimously.

CORRESPONDENCE:

We have again received the Prim 3 Designation which will run from 1/2017 through 12/2017. With this designation, we receive a deduction in our premiums from Primex. Our benchmarks to reach next year will include the addition of on-line training for Back Injury Prevention along with, Sexual Harassment and Bloodborne Pathogens as we did this year.

UNFINISHED BUSINESS:

There was no unfinished business.



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ACCIDENT REPORTS:

Department	Type of Incident	Location of Injury	Lost Time/No lost Time
Police	Suspect slashed cutting officer's finger	NA	LT (4 days)
DPW	Employee using leaf blower walked into a sign.	NA	LT (1 day)
Police	Suspect spit into officer's Eye	NA	NLT
DPW	Employee dropped spring on toe.	NA	NLT – New equipment, supervisor suggest new position and non-slip gloves.
DPW	Changing hydraulic filter, employee cut thumb.	NA	NLT

NEW BUSINESS:

Include AED list back on the Quarterly Minutes

Claremont Police 3 units, lobby mounted and 2 in patrol cars

Claremont Fire 3 units, in station and rescue and ladder trucks

Parks & Recreation 2 units, pool area and office area

City Hall 2 units, one in entrance of City Hall and a new one located at the Opera House upstairs

DPW 1 unit located in the main upstairs entrance

Visitor's Center 1 unit located in the down stairs public area

A discussion followed regarding ordering one for the library and possibly one for the Water & Sewer plants. Bette will look into.

The Committee then toured the Visitor's Center. A few items were noted. Marlene Jordan volunteered to collate all the Building Checklists so that we are sure we identified all items noted.



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NEXT MEETING:

Our next meeting for 2017 will be held:

***2/14/17 at CSB Community Center
5/9/17 at City Hall and Welfare
8/8/17 at Waste Water and Sewer Plan*
11/14/17 at Police Station***

2/2018 at DPW

Bette will send around to everyone's calendars so that meetings are known in advance in order to improve attendance.

****Bette asked Mark if we could use the Community Center bus to tour the water and sewer plants.***

Please mark your calendars to attend our 2017 1st Quarterly meeting.

**Tuesday, February 14, 2017 starting at 9:30 a.m. at the CSBCC
152 South Street.**

Respectfully submitted,

Theresa Cargill
Administrative Assistant
Planning and Development

**PROMOTING WORKPLACE SAFETY FOR CITY
EMPLOYEES**