

City of Somersworth
MINUTES OF THE JLMC MEETING

February 4, 2021 at 10:00 AM via ZOOM

Members Present: James Drakopoulos, Chair; Linda Corriveau, Secretary; Michael Bobinsky; Barbara Ross; Kristen Davenport; Matthew Duval; John Sunderland;

Members Not Present: Placide Nadeau; Billy Walden

Others Present: Phil St. Cyr from Primex

James Drakopoulos, Chair called the meeting to order at 10:04 AM

As Chair of the Joint Loss Management Committee, I, James Drakopoulos, Fire Lieutenant find that due to the State of Emergency declared by the Governor as a result of the COVID-19 pandemic and in accordance with the Governor's Emergency Order #12 pursuant to Executive Order 2020-04, this public body is authorized to meet electronically.

We are utilizing Zoom for this electronic meeting. All members of the Committee have the ability to communicate contemporaneously during this meeting through this platform, and the public has access to contemporaneously watch by way of Zoom.

Please note that **all votes** that are taken during this meeting shall be done by **roll call vote**.

MINUTES OF THE 12/03/20 MEETING

Mike made a motion to accept the minutes. The motion was seconded by Barbara and passed unanimously.

NEW BUSINESS

Accident Reports – accident reports for the reporting period (12/01/20-02/01/210) were provided. We discussed one by one the two (2) workers compensation injuries and the three (3) property and liability claims that happened since our last meeting.

Elections - Linda nominated Matthew Duval for Chairman, seconded by Mike Bobinsky. Matt accepted. No nominations made for Secretary, Linda will continue as Secretary.

Updating of Safety Manual – Building Checklist – Current policy was given to each member along with a General Building Checklist from Primex. Linda is recommending changing the current building checklist with the one from Primex. There was discussion about removing the entire Lab 1400 text, but it was recommended to keep it in the policy. The members will review the current policy for possible edits.

Concerns/Training/Accomplishments-

- Mike mentioned that:
 - All vehicles and work stations were given a CDC COVID-19 “Stop the Spread of Germs” poster to be displayed.
 - Public Works FY21 capital outlay budget included new fork lift attachments to improve the safety of removing and installing sander and plow equipment on winter plow truck. The new forks will make it much safer for Highway Division employees preparing equipment for winter storm response.
 - The wastewater plant personnel have implemented enhanced safety procedures to ensure no accidents while the Plant is operating and construction work is on-going for the Plant upgrade.

Applicable NHDOL Statutes: [RSA 281-A:64](#), [Administrative Rule Lab 600: Safety Programs and Joint Loss Management Committees](#), & [Lab 1400: Administrative Rules for Safety and Health](#)

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- Kristen mentioned that the AED certs are expiring soon and wondered if there would be training available.
- Phil mentioned that Primex employees are all working from home as the building has been closed since March 2020. They hope to be back in the building in late spring or early summer.

OLD BUSINESS

None

MISCELLANEOUS

None

DATE OF NEXT MEETING

April 29, 2021-10:00 am via ZOOM.

ADJOURNMENT

At 10:35 AM, Linda motioned and seconded by Barbara. The motion carried unanimously.

Respectfully submitted,
Secretary Linda Corriveau