

Town of Northumberland
JLMC Committee
Date: Thursday, March 24th, 2016
Place: Town Office – 19 Main Street
Time: 2:00 P.M.
Draft Copy of Meeting Minutes

Roll Call: Glenn Cassady, Nolan Hibbard, Randy Potter, James Weagle, Reginald Charron, Elaine Gray, Melinda Kennett, James R. Gibson Jr., Trevor J. Gibson, Keith Knapp, Becky Craggy. Winston Hawes joined meeting just as it adjourned.

Craggy opened the meeting at 2:00 pm – It was announced for all to sign in on the sign in sheet and that the meeting was going to be recorded for doing written transcription later.

Craggy thanked everyone for coming she said we all have many tasks to do each day and this is one more that does need to get done. She recognized everyone's time is valuable and she was going to try to keep the meeting to a minimum amount of time.

- **Re-appointment of at least 4 committee members – 2 management, 2 employee** – Craggy referred to the RSA's 281-A:2 and 281-A:64 that govern what each Town must be follow to remain compliant. Craggy explained the criteria for forming a committee. Craggy said she is really looking for at least 4 members to serve on the JLMC to attend three more meetings this year to get some projects done.

R. Charron asked so you are saying ambulance and police should be here too? Craggy said yes, they did get an email. Craggy opened the floor to do all nominations and seconds and vote for 4 members.

Cassady nominated Robin Irving for employee, Potter seconded.

Kennett nominated Craggy for employee, second by Gray.

Charron nominated Weagle for mgmt., Kennett second.

Craggy nominated Kennett for mgmt., Weagle second.

Craggy asked on all nominations and seconds does everyone agree. Yes's had it. Motions carried.

Charron, nominated Weagle for Chairman, Kennett seconded. Yes's had it. Motion carried. Weagle voted as Chairman.

Moving ahead Craggy explained the 4 committee members are the ones that need to meet, but anyone can come that wants to and if an employee or mgmt. member wants to come on board, they can. Discussion ensued about bringing food to the next meeting.

- **Review of JLMC responsibilities** – Craggy reviewed the responsibilities of the JLMC.

Craggy said the DOL and our insurer will be looking to see that these are being done at the minimum.

**Quarterly Meetings (minimum)* – Craggy said a schedule has been set for 3 more meetings this year. The second to last Thursday of the last month at the end of each quarter at 2:00 pm. Here at the Town office.

**Post Minutes* – Craggy said she would post the minutes on her email tree, have Robin post them on the Town website and Min post them on the community page.

**Equal employee and management representation.* Craggy said this has been established today. Moving forward if equal members want to join, they are always welcome. Craggy reiterated the committee would be engaging the departments while working on certain projects for their input throughout the year.

**Building inspection worksheet-* Craggy mentioned about emailing them earlier to everyone, but if someone didn't bring theirs she made some copies for everyone. Craggy said this should be done on a yearly basis. All employees, department heads take the check sheet and do a physical inspection of their work environment/buildings to see what potential hazards are there that may harm employees or customers/residents we are serving. Craggy said she would like to see every employee do their own inspections. She said one employee may notice something that the next may have over looked or not thought of. The more eyes the better.

J. Gibson asked what about work environments the Town does not own? Gibson mentioned the ambulance/police building and the fire station. Craggy explained if the Town is insuring and paying personnel do perform Town duties, in her mind if there is a potential there to possibly be a hazard for the employees or patrons, it should be addressed by the landlord.

Craggy said this is where the committee could be valuable as the JLMC could make a report/recommendation to the Board of Selectmen for action to correct, if that means a letter to the landlord by way of the Board of Selectmen it could be done.

Hibbard asked do you want this for the next meeting? Craggy answered yes and asked that everyone take an hour or so between now and the next meeting on June 23rd to do their own inspections and submit them to the committee for them to review at the next meeting.

She said these should be done on a yearly basis. She said it is valuable to have the input from the departments as the JLMC may not know what potential safety hazards are out there for each department to deal with each day.

**Accident review/investigation, review of losses to identify trends and prevent reoccurrences-* Craggy said at a meeting later this year, the committee will be looking at employee reported injuries. Not personal employee information, just the department, circumstances of the injury, and evaluating what might have been done to correct or prevent a reoccurrence of this injury. The JLMC will make recommendations to departments as needed.

**Safety program/safety summary sheet* – Craggy said the Town of Northumberland does currently have a working safety policy, she said if anyone wants to look at the current one again, she can email it or provide a paper copy. Craggy said she has emailed Primex to get a

new updated policy template on a disc. She is going to distribute to everyone when she gets it. She asked if the departments could address the sections that apply to them with input/suggestions and submit back to the JLMC for compilation.

Craggy explained with reactivating the JLMC any safety issues concerns could be submitted before the Board of Selectmen for action.

- **Discussion, decision of inviting Primex representative for June meeting to go over new safety policy template** – This wasn't discussed at length, template is going to be forwarded to everyone for review and input.
- Craggy mentioned her and Cassady talked a while back about doing a flagger certification and/or crossing guard refresher. Craggy mentioned she has emailed Primex to see if they could have someone come up, currently they have not scheduled training/certification sessions planned. Craggy mentioned possibly getting other Towns involved for certifications and do it in one session. Cassady noted Primex doesn't seem to be as engaged as they used to be in getting involved. Craggy agreed.
- **Any other business to be brought forward** – Craggy asked if anyone had anything else they wanted to ask bring forward, questions, suggestions. No further discussion. Kennett asked if Craggy was going to transcribe the minutes? Craggy said yes she was going to try to get them out this afternoon or by tomorrow.
- Craggy mentioned the home work for everyone before the next meeting is the General Building checklists and that she would get the safety plan templates out to the departments to focus on.
- **Adjournment** – Motion by Cassady to adjourn, seconded by Weagle. Yes's had it. Motion carried.

Meeting adjourned at 2:20 pm - Craggy thanked everyone for coming.

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