

TOWN OF WEBSTER
Joint Loss Management Committee
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The Joint Loss Management Committee – March 27, 2012

7:05 PM. Members Present: Chairman Marjorie Blanchette, Secretary Judy Jones, Fire Chief Colin Colby and Ron O’Keefe, Health & Safety Advisor from the Local Government Center.

Chairman Blanchette brought the meeting to order.

The minutes of November 9, 2011 were sent via e-mail to all.

Mr. O’Keefe noted that all contractors working for the Town should be aware of the “Safety Manual” once the Board of Selectmen adopts the draft to be proposed by this Committee.

Once the “Safety Manual” is prepared, Mr. O’Keefe offered to review the draft before sending it to the Selectmen for adoption. Once adopted, copies should be provided to all Department Heads and all employees must sign off as having read the manual. This process could be used as a training session for this Committee as it is the Committee’s responsibility to hold training session whenever possible. Once completed, copies of the manual should be visible and available in all departments, including a copy to the Road Agent. When the next “Safety Summary Form” is due to be filed, this could be listed as a duty done. Also the Department of Labor should be advised that the manual has been amended and should be offered a copy.

Mr. O’Keefe advised the Committee that the Joint Loss Management Committee is not subject to the Right to Know law and therefore does not need to post their meetings or minutes for the public.

The Fire Department did a training session in February on “Harassment in the Workplace”, which was well attended. Mr. O’Keefe recommended that other Departments consider offering the same session, even if it had been offered in the past.

Chairman Blanchette recommended the following members to the Board of Selectmen when they do the annual appointed officials:

David Collins

Replace Margie Blanchette

Mr. O’Keefe noted that there had not been any claims to review.

Mr. O’Keefe recommended some kind of training in any of the departments, perhaps a half hour that would allow Webster to show they have done some training to report to DOL. He recommended the harassment training, about an hour and a half, that he could shorten a bit. He noted that DOL likes to see that program done every few years. He noted that it could be done during the day. Chief Colby indicated that he would be interested in that. Chief Dupuis indicated that it had been done at the Selectmen’s Office not long ago. (Certificates given to those attending show that it was in July 2010). Mr. O’Keefe recalled several programs that he has done in Webster in the last few years. He offered day or night classes to help accommodate the Town’s schedule. Mrs. Blanchette recommended sometime in January or February. When some dates are available, Mr. O’Keefe will be contacted by e-mail to confirm if that would work. January 19, 2012 at 7:00 PM to 8:30 PM was then booked for the Fire Department. This will be their regular meeting at the Fire Station. Chief Colby will confirm via e-mail with Mr. O’Keefe.

Chief Colby noted that the propane company had not put a dog house over where they were requested to do so. Mrs. Blanchette recommended asking the Selectmen to put in a request. No decision was made.

Chief Dupuis reported that he had been to Public Service meeting in Manchester regarding LED’s. He advised that Gilmanton has invited all to go through their facility, which is all LED’s and has resulted in a considerable savings. Chief Colby indicated that he looked into LED replacements for the tanker, but the proposal was \$2,500 for after-market. Mr. O’Keefe noted that there were actually so bright that they could be blinding, to which Chief Dupuis agreed.

7:22 P.M. Chief Dupuis made a motion to adjourn the meeting; seconded by Chief Colby and approved.

Respectfully submitted,

Judith Jones, Secretary