



**City Of Portsmouth  
Joint Loss Management Committee (JLMC)  
Meeting Minutes**

**Date of Meeting & Start Time: September 9, 2021, 10:00am**

The meeting was conducted over Zoom with audio and video because of the limitations due to the COVID-19 pandemic.

**JLMC Representatives Present:**

<i>Management Representatives</i>	<i>Employee Representatives</i>
Joseph Almeida, Facilities Manager	Abby Mills, Administrative Assistant II
Arthur Ashley, Custodial Supervisor	Michael Finn, Dispatcher II
Kelly Harper, HR Director	Terry Poulin, Finance Assistant
Nathan Lunney, School District Business Administrator	Doug Sparks, Assistant Foreman Water/Sewer
Darrin Sargent, Police Captain	Steve Morse, Firefighter
Patrick Howe, Deputy Fire Chief	Dean Outhouse, Patrolman
Seth Kenneway, Fire Officer/Paramedic	Helen Moore, Library Assistant III

**Committee Purpose:** The purpose of a JLMC is to bring workers and management together in a non-adversarial, cooperative effort to promote safety and health in each workplace.

**Meeting Discussions:**

<i>1. Introductions for new members &amp; participants – Dean Outhouse: Patrolman, Seth Kenneway: Fire Officer, Abigail Mills: Finance Department were introduced and welcomed.</i>
<i>2. Review and approval of minutes – Motioned to approve the April 15<sup>th</sup>, 2021 minutes was made by Almeida, 2<sup>nd</sup> by Poulin, approval by all.</i>
<i>3. Appointment of a new recording secretary – Abby Mills was nominated by Kelly Harper and seconded, approved by all.</i>
<i>4. Update on Building Safety Assessments &amp; Inspections – Joe reported that 9 to 10 of the City's occupied buildings had been inspected. Kelly asked about Evacuation plans, stating they needed to be in place for updated fire plans. Joe reported these being in the works as more up to date blueprints/computer models were available but that all of the needed plans would take time.</i>
<i>5. Follow up on Reported Safety Concerns – Joe reported that the City Hall Seybolt entry light had been repaired and that the Boiler Building had some vines removed but that further building repairs were needed. He stated that the library lighting is being addressed but with having no electrician on staff to expect more delays as he is at the mercy of local electricians and their busy schedules.</i>
<i>6. Review of WC &amp; PL Reports – Kelly spoke to the different reports and asked if any members had questions. Abby asked about the delay in reporting numbers and Kelly explained that was the delay from the day of the event, this timeline was discussed among the group and suggestions were made to remind department/division heads where documentation lives (on the HR website) and to encourage them to not only utilize it but point their employees to that site.</i>
<i>7. Review of any workplace Safety concerns – The ice damn on the boiler building from prior winter was discussed and Joe reported having some options to prevent the ice</i>

<i>damn reoccurrence this winter. The walkway to the parking lot and some failing pavement on the walkway and the stairs was also discussed. Joe stated they would be addressing that issue soon.</i>
<i>8. Fire Drills – Kelly discussed the need to update the fire plans and hold fire drills in the near future. She stated plans to assign a group leader for each department to help with check in once evacuation of the building is complete. She mentioned to Joe the Evacuation plans should be in place before these drills.</i>
<i>9. Identify Future Agenda Items – No items identified.</i>

**Chap Lab 603.03: Action Plan, Assigned Duties, & Responsibilities:**

<i>Schedule next meeting, post JLMC meeting minutes for employee review, schedule building assessments with building reps, review lighting improvements, and plan next agenda for meeting.</i>
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**Review from Previous Meetings: N/A**