



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

**Date of Meeting & Start Time:** January 14, 2021, 11:00am

**JLMC Representatives Present:**

<i>Management Representatives</i>	<i>Employee Representatives</i>
Joseph Almeida, Facilities Manager	Michael Finn, Dispatcher II
Kelly Harper, HR Director	David Lippmeier, Plant Operator
Patrick Howe, Deputy Fire Chief	Heather Meninger, HR Operations Specialist
Nathan Lunney, School District Business Administrator	Helen Moore, Library Assistant III
Mark Newport, Interim Police Chief	Steve Morse, Firefighter
	Terry Poulin, Finance Assistant

**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 (Examples):**

1. <i>Introductions for new members – Joseph Almeida, Facilities Manager was introduced and welcomed as a new member of the JLMC.</i>
2. <i>Review and approval of minutes – Motioned to approve the September 24, 2020 minutes was made by Howe, 2<sup>nd</sup> by Poulin, approval by all.</i>
3. <i>Review Safety Trainings – Kelly discussed the new process and training checklists that have been implemented during orientations for all new hires. This will increase employee safety awareness as trainings must be completed in the first 90 days of employment. Orientations will also review reporting safety issues.</i>
4. <i>Update on Building Safety Assessments &amp; Inspections – Joe reviewed the building facilities checklists that Primex provided for our inspections. He will email the list out and representatives from the committee will accompany his inspections. Primex has requested that these be completed annually.</i>
5. <i>Update on Parking lot lighting &amp; Snow and Ice Removal in city lots – Joe reviewed our potential to upgrade and add additional lighting to the employee lot. Additional lighting at the employee entrance/Seybolt door was requested due to poor visibility of the step area. Additional lighting around the interior round staircase at the Library was requested, and the employee lot (from a previous meeting), Joe will assess their current lighting needs and report back. Icy conditions were noted in the employee lot in dark conditions, and along the boiler building where snow and ice fall onto the stairway.</i>



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6. *Update for Workplace Violence Guidelines – The guidelines were updated and sent out in October to all city staff.*
7. *Review of any workplace Safety concerns – Nathan spoke about the school JLMC reorganization that happened in October, has begun building inspections, and would like to include an employee rep to our committee.*
8. *Future agenda items – none were discussed*

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

*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.*

### **Review from Previous Meetings:**

*n/a*

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](#)