



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

Date of Meeting & Start Time: April 15, 2021, 11:00am

JLMC Representatives Present:

<i>Management Representatives</i>	<i>Employee Representatives</i>
Joseph Almeida, Facilities Manager	Eric Carrier, Firefighter
Arthur Ashley, Custodial Supervisor	Michael Finn, Dispatcher II
Kelly Harper, HR Director	Heather Meninger, HR Operations Specialist
Nathan Lunney, School District Business Administrator	Terry Poulin, Finance Assistant
Darrin Sargent, Police Captain	
Mark Young, Chief Plant Operator	

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:

1. <i>Introductions for new members & participants – Darrin Sargent: Police Captain, Arthur Ashley: School Custodial Supervisor, and Eric Carrier: Firefighter were introduced and welcomed.</i>
2. <i>Review and approval of minutes – Motioned to approve the January 14, 2021 minutes was made by Almeida, 2nd by Poulin, approval by all.</i>
3. <i>Update on Building Safety Assessments & Inspections – Joe hasn't been able to schedule the assessments yet with participants but it's being made a priority and will be done. Assessments will be emailed to all members after the meeting.</i>
4. <i>Update on Parking lot lighting & Snow and Ice Removal in city lots – Joe reviewed the scope of the lighting updates, they are in the process of obtaining a vendor for these repairs and once the contract has been secured the updates will move forward. The fixture at the employee entrance/Seybolt door has been approved for replacement and will be completed internally.</i>
5. <i>Review of WC & PL Increased claims – Kelly spoke to the different claims that have increased, many due to covid exposure and the nature of emergency personnel's job where contact is unavoidable, Capt. Sargent suggested those numbers should begin to decline as most of the PD has been vaccinated. Additional training around slip trip and falls was suggested, to lower those claims.</i>
6. <i>Review of any workplace Safety concerns – None</i>
7. <i>Future agenda items – none were discussed</i>

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