



**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>



## City Of Portsmouth

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](#)



**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 &amp; 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, 2<sup>nd</sup> by Poulin, approval by all.</i>
3. <i>Update on Building Safety Assessments &amp; 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 &amp; 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 &amp; 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



**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**



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

**Date of Meeting & Start Time: December 14, 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>
Kelly Harper, HR Director	Abby Mills, Administrative Assistant II
Arthur Ashley, Custodial Supervisor	Terry Poulin, Finance Assistant
Nathan Lunney, School District Business Administrator	Helen Moore, Library Assistant III
Darrin Sargent, Police Captain	Kelly Wood, Benefits Administrator
Patrick Howe, Deputy Fire Chief	Eric Carrier, Fire Department
Mark Young, Chief Plant Operator	Shauna Judd, Recruiting and Training Administrator
	Seth Kenneway, Fire Officer/Paramedic

**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 – Kelly Harper introduced Kelly Wood and Shauna Judd as new members.</i>
<i>2. Review and approval of minutes – Motioned to approve the September 9, 2021 minutes was made by Terry Poulin, 2<sup>nd</sup> by Seth Kenneway, approval by all.</i>
<i>3. Appointment of a new Chairperson-Steve Morse was nominated by Seth Kenneway and seconded, approved by all.</i>
<i>4. Review of WC &amp; PL Reports – Kelly spoke to the different reports and asked if any members had questions. No questions were asked of the current report.</i>
<i>5. Review of any workplace Safety concerns – Terry requested an update on the light outside of Seybolt, reporting the lightbulb was replaced and the birds were removed but the fixture was not replaced nor fixed. Abby asked a question regarding pulling the fire alarms for security issues which led to a discussion on 1: Kelly updating the Fire procedures and wanting to hold a new fire drill in the future and 2: a discussion on security buttons, needing to update where they are located and possibly putting in new ones. Abby also requested that Kelly request an update from Legal (Bob Sullivan) as to what the legal rights of individuals coming into City Hall and filming is in regards to entering offices, filming the offices and asking of our names.</i>
<i>6. Review New Safety Program Document – Kelly stated that she was waiting for the Department of Labor to approve this item.</i>
<i>7. Identify Future Agenda Items – No items identified.</i>

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

*Schedule next meeting, post JLMC meeting minutes for employee review, review safety and health program.*

**Review from Previous Meetings: N/A**