



City of Portsmouth
Joint Loss Management Committee
(Otherwise known as JLMC)
Meeting Minutes

Date of Meeting & Start Time: February 12th, 2020-9:00 a.m.

JLMC Representatives Present:

<i>Management Representatives</i>	<i>Employee Representatives</i>
Michael Baker, Asst. Chief Plant Operator	
Kelly Harper, Interim HR Director	Michael Finn, Dispatcher II
Judith Renaud, Controller	David Lippmeier, Plant Operator
Doug Sparks, Assistant Foreman	Heather Meninger, HR Operations Specialist
Mark Young, Chief Plant Operator	Helen Moore, Library Assistant III
*Dave Witham, Primex	Michael Paganelli, Plant Operator
*Nicole Armaganian, Primex	Terry Poulin, Finance Assistant

***Representatives from Primex, the City of Portsmouth Workers Compensation and Property and Liability insurance carrier, were present at this meeting.**

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. Reviewed the Committee's goals and objectives (Heather Meninger)
2. Introduction of members (All)
3. Selected a Chairperson and Minute Taker-Michael Paganelli selected as Chairperson, Heather Meninger as Minute Taker
4. Discussed the purpose of a JLMC (Nicole Armaganian, Primex Representative)
5. Review of claims (Dave Witham, Primex Representative, Nicole Armaganian, Primex Representative)
6. Discussed the role of HR in the communication of the Workers Compensation policies and procedures (Kelly Harper)
7. Reviewed what happens when a claim is submitted (Dave Witham, Primex Representative, Nicole Armaganian, Primex Representative)
8. Reviewed current safety concerns (All)
9. Discussed training needed (All)
10. Set up timeframe for next meeting

Action Plan, Assigned Duties, & Responsibilities:

Schedule next meeting, post JLMC meeting minutes for employee review, review meeting notes with City Manager for action needed, recruit Fire and Police representatives, plan agenda for next scheduled meeting.
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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: March 12, 2020, 10:00am

JLMC Representatives Present:

<i>Management Representatives</i>	<i>Employee Representatives</i>
Michael Baker, Asst. Chief Plant Operator	
Kelly Harper, Interim HR Director	David Lippmeier, Plant Operator
Patrick Howe, Deputy Fire Chief	Heather Meninger, HR Operations Specialist
Mark Newport, Police Dept. Captain	Helen Moore, Library Assistant III
Judith Renaud, Controller	Steve Morse, Firefighter
Doug Sparks, Assistant Foreman	Michael Paganelli, Plant Operator
Mark Young, Chief Plant Operator	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):

<i>1. Introductions for new members – Deputy Fire Chief Howe, Steve Morse, and Captain Newport introduced themselves and were welcomed.</i>
<i>2. Review and approval of minutes – Motioned to approve the minutes was made by Howe, 2nd by Meninger, approval by all.</i>
<i>3. Welcome from the City Manager – Karen Conard attended with updates on items reviewed from last meeting.</i>
<i>4. Review fire and evacuation building plans – Evaluation of building evacuation plans, and initiate plans to work with the fire department to complete those individually.</i>
<i>5. Review Safety Submission form – Employee mechanism to bring safety issues to the JLMC for further addressing. Email will be communicated out to employees. Link added to Safety site, and paper forms will be added to bulletin boards.</i>
<i>6. Review of any workplace Safety concerns - none</i>
<i>7. Future agenda items – Request attendance from School Dept, or Dr. Snow, how can we standardize safety procedures.</i>



City Of Portsmouth

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

Schedule next meeting, post JLMC meeting minutes for employee review, request attendance of additional outside member, and reach out to fire dept for future fire drill planning, review safety issues being sent from online form, and plan next agenda for meeting.

Review from Previous Meetings:

Review safety items and provide communication venue for employees to get information to the JLMC.

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: September 24, 2020, 10:00am

JLMC Representatives Present:

<i>Management Representatives</i>	<i>Employee Representatives</i>
Michael Baker, Asst. Chief Plant Operator	Michael Finn, Dispatcher II
Kelly Harper, HR Director	David Lippmeier, Plant Operator
Patrick Howe, Deputy Fire Chief	Heather Meninger, HR Operations Specialist
Mark Newport, Interim Police Chief	Helen Moore, Library Assistant III
	Steve Morse, Firefighter
	Michael Paganelli, Plant Operator
	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 – Nathan Lunney, Business Administrator for the School District was introduced and welcomed.</i>
2. <i>Review and approval of minutes – Motioned to approve the March 12, 2020 minutes was made by Howe, 2nd by Meninger, approval by all.</i>
3. <i>Safety Response Procedure – Discussed establishing a procedure for employees to use in response to workplace violence incidents.</i>
4. <i>Review Primex Assessment – Building assessments will be scheduled with members of the committee and Facilities representative, HR will work on increasing education around slips, trips and falls, ensure proper PPE is worn and training on safely operating city vehicles.</i>
5. <i>Review Safety Submission form – Employee mechanism to bring safety issues to the JLMC for further addressing. No issues submitted. More education has been done to increase awareness around this device.</i>
6. <i>Review of any workplace Safety concerns – lighting in parking lot after time change, winter ice and snow removal.</i>
7. <i>Future agenda items – Building Assessment Results, Training, & Evacuation Plans.</i>



City Of Portsmouth

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

Schedule next meeting, post JLMC meeting minutes for employee review, review building assessments, upcoming training, and plan next agenda for meeting.

Review from Previous Meetings:

Review improvements for parking lot lighting and winter snow/ice removal.

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](#)