



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

**Date of Meeting & Start Time: March 10, 2022, 10:00am**

**JLMC Representatives Present:**

<i>Management Representatives</i>	<i>Employee Representatives</i>
Kelly Harper, HR Director	Abby Mills, Administrative Assistant II
Nathan Lunney, School District Business Administrator	Terry Poulin, Finance Assistant
Joseph Almeida, Facilities Manager	Helen Moore, Library Assistant III
Seth Kenneway, Fire Officer/Paramedic	Kelly Wood, Benefits Administrator
Patrick Howe, Deputy Fire Chief	Michael, Finn, Public Works
	Shauna Judd, Human Resources
	Steve Morse, Fire Department, JLMC Chair

**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:**

<p>1. <i>Call to Order and Approval of Minutes</i> – Meeting was called to order by Steven Morse and Minutes from the February 17<sup>th</sup>, 2022 meeting were passed (Joe Almeida first and Terry Poulin seconded).</p>
<p>2. <i>Discussion on Video Recording in City Facilities</i> Attorney Sullivan was present to answer questions on filming in City Hall and other City Facilities. City employees' rights were discussed as well as the motivation of many of those recording employees. It was discussed that anyone can film any discussion or transaction in which they would normally be able to participate. Employees were encouraged to call legal. An evaluation of the building was discussed for a safety assessment.</p>
<p>3. <i>Review of claims for WC &amp; PL</i> No questions.</p>
<p>4. <i>Review Updated Written Health and Safety Program</i> Department of Labor (DOL) requested this was updated, K. Harper did the update in February and it was approved by the DOL. Great job, Kelly!</p>
<p>5. <i>Refuse Pickup in Inclement Weather</i> A review of inclement weather procedures was discussed. Discussion was had to tie school closures to the waste pickup schedule for the safety of the employees on the trucks. Both items were requested to be proposed to the City Manager on behalf of the committee.</p>
<p>6. <i>Identify Future Agenda Items</i></p> <ul style="list-style-type: none"><li>• Public Access in City Facilities and Point of Service areas (current and future plans)</li><li>• Ramp Access to Seybolt Door</li></ul>

- Medical Training (Acute Trauma Care – i.e. Gunshot Wounds, etc., AED Training, CPR Training)

**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**