



**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 & 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, 2nd 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 & 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