



# Town of Weare

## Joint Loss Management Committee

15 Flanders Memorial Road  
Weare, NH 03281

[www.weare.nh.gov](http://www.weare.nh.gov)

### Meeting Minutes - DRAFT

May 25, 2022 – 9:30am

#### JLMC Representatives in attendance:

Brandon Montplaisir	Police Sergeant
Michael Eldridge	Transfer Station Attendant
Joe Sarno	DPW Assistant
Robert Vezina	Fire Chief
Katy Tounge	Building/Zoning Admin Asst./Health Officer
Beth Rouse	Finance Administrator

#### JLMC Representative not in attendance

Clay Kriese	Library Director
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The Committee nominated Sergeant Montplaisir as Chairman and Katy Tounge as Secretary.

#### The Checklist for Site Visits was reviewed and the Committee assigned the following:

- Highway Garage – Michael Eldridge
- Transfer Station – Beth Rouse
- Library – Joe Sarno
- Fire Department (3 Stations) – Brandon Montplaisir
- Police Department – Michael Eldridge
- Town Office Building – Clay Kriese
- Stone Building – Robert Vezina
- Town Hall – Clay Kriese
- Chase Park – Katy Tounge
- Purinton Field – Beth Rouse
- Quaker Street Field – Beth Rouse
- Bolton Field – Katy Tounge
- Gazebo – Robert Vezina

(The Committee agreed to look into whether Clinton Grove and the East Brown Barn should be included in inspections)

It was agreed to meet on Wednesday, July 13<sup>th</sup> at 9:30am to review inspection reports.

The Committee then reviewed three (3) First Report of Injuries from 2022.

The first report, an employee was injured while in the back of the ambulance unrestrained. It was discussed that the employee who was injured was not at fault for the incident, the driver of the vehicle should have made better decisions while trying to park the ambulance at CMC.

The second report, involved an employee injuring themselves while trying to lift the York rake onto a hitch. It was discussed whether there was equipment that could have been used instead of the employee, but it was finally decided upon that the employee should not have been performing this task alone and should have asked for help.

The third report of injury involved an employee who was kicking dirt back into a truck rut and injured their knee. It was decided that there was no “safety awareness” way to avoid this injury.

The Committee decided to pursue a policy for employees to have “Light Duty” assigned in the case of an injury. Beth Rouse will have a draft available at the next scheduled JLMC meeting for the Committee to review and edit.

The Committee then spent some time discussing the process of reporting injuries. It was discussed as to what types of reports should be available and to whom. It was decided that the Employee should write a narrative describing the incident. Brandon Montplaisir reviewed the process of Workers Compensation reporting through a flow chart. The Committee will be working on an outline to be available to employees regarding the process of Worker’s Compensation and the option of appeal, if necessary. Robert Vezina will contact the City of Concord for a copy of their policy.

Meeting adjourned at 10:41am.

Respectfully submitted: Beth Rouse, JLMC Representative