

**Town of Auburn
Joint Loss Management Committee
August 25, 2014**

Committee Members Present: Bruce Phillips, Chair; Carrie Rouleau- Côté and Kathleen Sylvia

Committee Members Absent: Calvin Kapos

Others Present: David Witham, Primex³; and Bill Herman, Town Administrator

Bruce Phillips convened the meeting at 9:15 AM.

July 30, 2014 Meeting Minutes

Carrie Rouleau- Côté moved to approve the minutes of the July 30, 2014 meeting as written. Seconded by Kathleen Sylvia. A vote was taken; all were in favor, the motion carried unanimously.

Town of Auburn Safety Program

The Committee reviewed the current Town of Auburn Safety Program with David Witham of Primex³. Mr. Witham noted the Town should be concerned about both meeting the requirements as enforced by the Department of Labor, and to ensure that there is a plan that works for the Town of Auburn. He indicated there is often a balance between the two. Mr. Witham indicated the Town has in place the basic framework of a Safety Policy sought by the Department of Labor. He noted the plan needs to be specific to Auburn. While the specific Safety Policy as adopted may be limited, part of the reason for that is that the Town does not have town employees in a public works or highway department or a solid waste operation. Also, the current Safety Program is augmented by the Standard Operating Procedures (SOPs) and Standard Operating Guidelines (SOGs) of the Auburn Fire Department and Auburn Police Department.

Mr. Witham indicated he felt the Town has adopted a good and sound framework of a Safety Program that would be easy to add to as needed in the future.

One area of suggestion might be that the fire and police personnel maintain significant training in their respective areas, while likely the Town Hall and Library do not. There should be an element of training for Town Hall and Library personnel in some areas such as blood borne pathogens, toxic substances, and safety equipment. Bruce Phillips indicated the Fire Department has training in this area which could be geared for and offered to Town Hall and Library personnel.

The Committee discussed the application of the policy to contractors hired by the Town, such as the contractors who are hired to performed road maintenance and construction work. Mr. Witham reported the policy does not apply to private contractors; it can only legally apply to the direct employees of the Town. The private contractors would be subject to other regulations, such as OSHA, on their own.

Workers Compensation Claims:

David Witham reported there had been one small workers compensation claim for a finger laceration in 2014. Overall Auburn's loss ratio was 1.07, which is good. It is encouraged to see if the ratio could go under 1.00.

Property & Liability Claims

Bill Herman reported there were no new property & liability claims to review. David Witham reported the Town's loss ratio was 0.93 and trending downward, which is very positive.

Next Meeting

The next meeting was scheduled to be held at the Safety Complex on Tuesday, October 21st at 9:00 AM.

Adjourn

The meeting adjourned at 9:45 AM, in order to commence an inspection of the Town Hall building.

**Town of Auburn
Joint Loss Management Committee
Building Review – Auburn Town Hall
August 25, 2014**

Present: Chief Bruce Phillips, Town Administrator William Herman, Carrie Rouleau-Côté, Kathleen Sylvia, David Witman – Primex

Basement

- o Emergency exit to rear of building, door latch defective, not secure, push bar mechanism in-effective.
- o boxes of papers in egress travel path
- o paint cans is stored in closets,
- o furnace room - needs general cleaning, remove clutter
- o planning/zoning/building storage room - consider better file system similar to town clerk vault - will alleviate clutter
- o electrical room appears okay
- o break room – okay. Maintain Employee Information bulletin board
- o janitor closet - remove paint storage

Main Floor

- o main door - egress push bar on one of double doors in effective (broom)
- o doors to individual offices should be closed to general public

- o panic buttons should be tested on regular basis
- o panic button should be added to tax collector station
- o consideration should be given to where welfare officer meets with potential clients and panic button should be provided.
- o electrical panel in public hallway should be locked
- o all emergency egress paths shall be kept clear of stored materials

Building review inspection concluded at 10:15 a.m.