

Town of Auburn  
Joint Loss Management Committee  
June 30, 2015

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Committee Members Present: Bruce Phillips, Chair; Carrie Rouleau- Côté, Kate Lafond and Lilian Deeb (substituting for Calvin Kapos).

Others Present: Bill Herman, Town Administrator

Bruce Phillips convened the meeting at 10:10 AM.

**Election of Chairman:**

Bruce Phillips noted it was time to elect a new Chair of the Committee. Bill Herman indicated the state statute requires the Chair's position rotate between the employer and employee positions, so it should be an employee representative next elected as Chair.

**Carrie Rouleau- Côté moved to elect Kate Lafond as Chair of the Joint Loss Management Committee. Seconded by Lilian Deeb. A vote was taken; all were in favor, the motion carried unanimously.**

**Workers Compensation Claims:**

The Committee reviewed four workers compensation claims that had been made by the Town in the past six months. Three were through the police department and one from the fire department. The incidents were all different and unique with no safety pattern to be observed.

**Property & Liability Claims:**

Bill Herman reported there were no new property & liability claims to review. The Town's loss ratio has been positive, but there have been several employment related claims that were handled in the past 18 months or so which will likely result in a higher loss ratio moving forward.

**Other Business:**

Carrie Rouleau- Côté inquired on what progress had been made on various items that had been noted in past safety inspections conducted by the Committee. It was noted that several major items such as replacement of the rear doors of the Town Hall; replacing torn carpet at the Safety Complex and improvement in the file storage room at the Town Hall have been acted on, while

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some other smaller items have as well. But not all of the items noted previously have been completed yet. One item specifically noted was the panic button system at the Town Hall and the need to test it to ensure operability, in addition to expanding it to additional service windows. Bruce Phillips suggested that once the last two inspections were completed today, the Town Administrator provide a compiled report of all the inspections to the Board of Selectmen for their information and direction.

Bill Herman reported Library Director Ricky Sirois has recently suggested the Library engage a building inspection service to go through the Library in terms of condition of the building and its components (i.e. – heating, electrical, insulation, roofing, etc.), and develop a 20 year plan based on conditions, and include cost estimates for maintenance that should be reasonably planned for. Mr. Herman would like to suggest the Board of Selectmen consider that process for all Town buildings to enable us to go from a reactive position to a proactive position. He also felt it would tie into the Master Plan and Capital Improvement Plan effort the Planning Board is looking to develop.

The Committee briefly discussed potential future safety training activities for Town employees. Bruce Phillip indicates NIMS training (National Incident Management System) is always a big consideration for Homeland Security and Emergency Management for public employees. He also indicated the Fire Department could provide CPR training to Town employees if interested. He also felt consideration should be given to having an AED unit at the Town Hall, and training could be provided for that as well.

**Next Meeting:**

The next meeting was scheduled to be held at the Town Hall on Tuesday, October 6<sup>th</sup> at 10:00 AM.

**Adjourn:**

Kate Lafond moved to adjourn the meeting at 10:41 AM, in order to commence an inspections of the Pingree Hill Fire Station and the Griffin Free Public Library. Seconded by Carrie Rouleau- Côté. All were in favor, the meeting adjourned.

Respectfully submitted:

William G. Herman, CPM  
Town Administrator

Auburn Joint Loss Management Committee  
Building Review – Griffin Free Public Library  
June 30, 2015

Present: Kate Lafond and Fire Chief Bruce Phillips

Inspection team members noted the Library has limited space, but it is maintained in a very orderly and safe manner.

Library Director's Office -

- A small three-drawer file cabinet is located in such a manner that it narrows the door entry to the office area.

General Observation -

- Floor mats could present a trip hazard to patrons and staff.
- Some door thresholds are not flush to the floor and could present a trip hazard to patrons and staff.

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Building Review – Pingree Hill Fire Station

June 30, 2015

Present: Carrie Rouleau-Cote, Building Inspector and Lillian Deeb, Officer

Building Exterior –

- Wood rot bottom of support post on entrance gable facing Wilson's Crossing
- Generator regulator should be vented 5' from source of ignition

Bay Area –

- Paint cans stacked along interior wall in bay area
- Minimal railing on mezzanine. No handrail on stairway.
- Paint cans stacked in rear of bay near flammable storage unit
- Coiled extension cord on top of oil tank on back wall.
- Use of extension cord instead of permanent wiring to power router.
- Multiple items stacked in and around oil tank (mops, containers)
- Oil tank too close to source of ignition.
- (Tool cage) had fluorescent light out
- Eye wash station's drain was not connected and appeared dirty.  
When was the last time it was tested?
- Large cable/conduit leading out of electric panel un-connected tucked and hanging on wall. Improper termination.
- Steel mesh water supply tube uncapped sticking out of wooden box located side door and bay door.
- Doors separating garage and "habitable" spaces do not close completely.

Kitchen Area –

- Open vent in ceiling

#### Corner Office –

- Ceiling tiles stained
- Excessive clutter
- Heating vent and ceiling tile around vent soot stained
- Closet door when opening catches on rug

#### Bedroom –

- Ceiling tiles stained
- No rails on top bunk bed
- Wiring observed above suspended ceiling does not meet code.

#### Ladies Room –

- Ceiling tile near vent bulges possible water damage or improper installation

#### Hallway with 4 door closet –

- Ceiling tiles stained
- Closet door off track

#### Boiler Room –

- Dehumidifier stored directly in confined pathway
- Emergency shut off switch located inside boiler room
- Door access partially blocked by water heater.
- Oil burner emergency switch not located outside mechanical room. Labeled improperly, (labeled as gas shut off, should be oil shut off)

#### Radio Control Room –

- Ceiling tiles stained
- Noted multiple electrical devices plugged into brown power surge protector on desk.
- Noted soot stains on heating vent and tiles