

Town of Auburn  
Joint Loss Management Committee  
March 22, 2016

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Committee Members Present: Kate Lafond, Chair; Carrie Rouleau-Côté, and Ed Gannon.

Committee Members Not Present: Calvin Kapos

Others Present: Bill Herman, Town Administrator

Kate Lafond convened the meeting at 9:08 AM.

**Minutes:**

**Kate Lafond moved to approve the minutes of the October 13, 2015 and December 23, 2015 meetings as printed. Seconded by Ed Gannon. A vote was taken, all were in favor, the motion carried unanimously.**

**Safety Training:**

Ed Gannon inquired if the fire extinguisher and CPR training discussed previously has been held or scheduled. Kate Lafond indicated that it had not been. Ed reported the Fire Department trainers could offer as basic or as extensive a program as desired. He generally indicated fire extinguisher training would take approximately a half-hour and was intended to make everyone familiar with operating units appropriately. He reported that a combined Basic CPR and First Aid program would be approximately a two-hour program, noting he preferred to have more interaction and activity versus a video-based program. When discussing who the training should be targeted to, it was generally agreed the fire extinguisher training should be mandatory for all employees, while the CPR and First Aid training should be made available to everyone, but wouldn't be mandatory.

How to host and schedule the training, perhaps with a cookout at the Safety Complex being part of the overall schedule, was considered the best way to proceed. Kate was going to work out a schedule for the training activity with Ed.

There was a brief discussion concerning the potential of an AED unit for the Town Hall, which would require a different level of training. It was also noted that we should look at the AED unit at Eddows Recreational Field and the potential need to offer re-training for individuals on that unit as certifications are valid for two years.

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**Safety Policy and Orientation:**

Kate reported the safety orientation recommended under the Safety Policy has been addressed with all departments. As of this meeting, 30 of the 39 town employees have had their Safety Orientation. She also noted the Library Director is working on the specifics of the orientation of the Library and when completed, that will be another five employees that will have completed the process.

Ed asked if the Fire Department had been completed, and Kate indicated no. He indicated he would take care of that and would also tailor the activity so it is specific to the needs of the Fire Department.

**Workers Compensation and Property & Liability Claims:**

Kate Lafond indicated she asked Finance Director Adele Frisella for a report on any claims filed during the third first quarter of the year. There has been one Workers Compensation claim through the Fire Department, which was a broken finger as a result of the handling of internal weights & ropes on one of the Town flagpoles.

There also has been one apparatus / property damage claim, also through the Fire Department. In that instance, it resulted from a garage door on one of the bays closing on a vehicle as it was exiting the building. Ed Gannon noted the particularly bay door is the only one that is on a timer to close once it has been opened, and they have posted some colorful warning signage advising drivers the door was on a timer to help prevent any future incident.

**Next Meeting:**

Kate indicated in order to maintain a quarterly meeting schedule, the Committee should next meet in June. She will coordinate with the Committee members to select a date and time that works for everyone.

**Safety Inspections:**

Kate noted if the Joint Loss Management Committee was going to adhere to its biannual building safety inspections, then it should be looking at inspections for the Town Hall, Highway Department Garage and Safety Complex this year. The Town Hall was last completed in August 2014, while the Highway garage and Safety Complex was done in October 2014. It was generally agreed the inspections could be done as in the past with the committee members splitting up

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into two-person teams and conducting the inspections before or after the next quarterly meeting of the committee.

Copies of the past inspection reports will be circulated to the Committee members so they will be able to determine what progress was achieved.

**Adjourn:**

**Kate Lafond moved to adjourn the meeting at 9:35 AM. Seconded by Ed Gannon. All were in favor, the meeting adjourned.**

Respectfully submitted:

William G. Herman, CPM  
Town Administrator