

Town of Auburn  
Joint Loss Management Committee  
October 13, 2015

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

Others Present: Bill Herman, Town Administrator

Kate Lafond convened the meeting at 9:11 AM.

**Minutes:**

**Bruce Phillips moved to approve the minutes of the June 30, 2015 meeting as printed. Seconded by Kate Lafond. A vote was taken, all were in favor, the motion carried unanimously.**

**Town Buildings Review:**

The Committee noted all of the Town buildings that had been designated for safety inspections had been reviewed during the past year. There was a discussion on efforts made to complete items cited in the various building reviews, most of which had been positively received.

Bruce Phillips indicated the Fire Department was now getting to projects at the Pingree Hill Fire Station. He also indicated he had reached out to the Town's new electricity supplier to have an energy audit done on at least the Safety Complex. Bill Herman also noted Chief Picard had provided information to the Committee after its last meeting on progress made to items noted in the Police Department. Kate Lafond indicated there had not been any significant items at the Griffin Free Public Library. Kate Lafond also reported the panic button system at the Town Hall has been tested and everything is now operational.

Kate Lafond noted former Library Director Rickey Sirois had looked into having the Library hire a firm to a review of the Library in terms of overall building condition in order to develop a master plan for the bigger ticket building repair or maintenance work that could reasonable be anticipated – such as replacing of the roof; potential replacement of heating system, etc. When the concept was presented to the Board of Selectmen concerning looking at all Town buildings, the Board's preferred approach was to have departments maintain their own facilities and keep an eye on their condition.

The Committee discussed how often the town buildings should be reviewed, and it was agreed that reviews could be done on a bi-annual basis.

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**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 quarter of the year. She reported the Town did not have any claims for this quarter.

**Safety Policy:**

Kate Lafond noted the Town had adopted its Safety Policy nearly two years ago, and thought it was time to consider reviewing it. She indicated she thought the policy was still relevant, but noted under the "Training" section, it indicates all new employees will receive safety training and an orientation upon hire. She also noted there is a form within the Safety Policy that is to be completed and included in the employee's personnel file at the completion of the orientation, which she felt was not being done.

Discussion ensued about how best to secure compliance, and there was consensus that individual department heads should ensure implementation and completion within their agencies. It was also suggested there should be a mandatory fire extinguisher training (where they are and how they should be used) for all Town employees. Bruce Phillips indicated the Fire Department could provide the training.

In addition to this training, there was further discussion on offering a CPR Class for Town employees, and also possibly purchasing an AED unit for the Town Hall. Bruce Phillips indicated the Fire Department could provide both training sessions if desired. Bruce Phillips indicated through the Fire Department they could see what AED units might be available for acquisition for the town Hall.

**Next Meeting:**

It was generally agreed the next meeting of the Committee would be held in mid-December at the call of the Chair, most likely Tuesday, December 15<sup>th</sup>. It was also agreed the meeting after that would be held in March 2016.

**Adjourn:**

Carrie Rouleau-Côté moved to adjourn the meeting at 9:40 AM. Seconded by Bruce Phillips. All were in favor, the meeting adjourned.

Respectfully submitted:

William G. Herman, CPM  
Town Administrator