

Town of Auburn  
Joint Loss Management Committee  
December 23, 2015

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**Committee Members Present:** Kate Lafond, Chair and Carrie Rouleau-Côté

Ms. Lafond convened the meeting at 10:05 a.m.

Ms. Lafond noted that two committee members were absent so no action would be taken today.

**Minutes**

Approval of the October 13<sup>th</sup>, 2015 meeting minutes will be considered at the next meeting of the Committee.

**Old Business**

Employee Safety Orientation

Ms. Lafond indicated that based on the discuss had by the Committee at the last meeting she prepared Safety Orientation forms for all employees and asked the department supervisors to complete them with employees, she performed an orientation with many of the Town Hall employees and a total of 23 forms out of 39 have been completed to date.

Ms. Lafond noted that a fire extinguisher training for employees would be scheduled with the Fire Department in the New Year and perhaps a CPR training as well.

**New Business**

Claims Review

Ms. Lafond noted that there was one employee injury and three apparatus claims since the last meeting. Mrs. Rouleau-Cote asked if any of these were a result of safety concerns that need to be addressed. Ms. Lafond did not believe so.

**Other Business / Schedule Next Meeting**

Ms. Lafond suggested that the Committee try to meet quarterly to ensure compliance with holding four meetings per year. Mrs. Rouleau-Cote expressed her availability on Thursday, March 17<sup>th</sup>, 2016 at 9:00 a.m.

**Adjourn**

The meeting adjourned at 10:14 a.m.