

Town of Auburn
Joint Loss Management Committee
July 6, 2016

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 9:15 AM.

Minutes:

Ed Gannon moved to approve the minutes of the March 22, 2016 meeting as printed. Seconded by Carrie Rouleau-Côté. A vote was taken, all were in favor, the motion carried unanimously.

Safety Training:

Kate Lafond reported the employees of the Police Department completed fire extinguisher training on June 21st. She reported a second session for Town Hall, Library and any other Town employees has been scheduled for July 22nd at 1 PM at the Safety Complex. There will be a hamburger & hot dog lunch provided as part of the program.

Kate indicated she had tabled the potential of CPR & AED training at this point just due to a hectic schedule. Ed Gannon offered to take on the activity for scheduling, likely looking at the fall. He indicated he may piggy-back it onto a class or classes offered for others to give individuals greater opportunity for scheduling.

Discussion turned towards the potential of acquiring an AED for the Town Hall. There are currently AEDs at the Safety Complex and at Wayne Eddows Fields. Kate indicated the Town is able to purchase units through the State of New Hampshire, and the Department of Safety had a pretty good price for portable units (\$635) and wall-mounted units (\$845) from two different manufacturers, neither of which were Zoll. Committee members discussed the advisability of a portable unit versus a wall-mounted unit. Ed Gannon was going to pursue Zoll for pricing, noting it would be beneficial if all of the units in service within the Town were from the same manufacturer to enable the sharing of disposable supplies such as pads. Bill Herman indicated he would be happy to include the equipment in the 2017 Town budget when finalized.

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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 second quarter of the year, and there have been no Workers Compensation or Property/Liability claims this quarter.

Safety Inspections:

Kate noted it was time for the bi-annual inspections of the Town Hall, Highway Garage and Safety Complex. After discussion, it was agreed we would divided up to handle the inspections on Tuesday, September 13th and then have the Committee's third quarter meeting immediately following the inspections. The inspection teams designated were:

Highway Garage – Ed Gannon and Kate Lafond

Safety Complex – Carrie Rouleau-Côté and Bill Herman

Town Hall – Calvin Kapos and a second individual to be designated

Next Meeting:

The next meeting will be held on Tuesday, September 13th for an initial report out of the building inspections and any other business.

Adjourn:

Carrie Rouleau-Côté moved to adjourn the meeting at 9:39 AM. Seconded by Ed Gannon. All were in favor, the meeting adjourned.

Respectfully submitted:

William G. Herman, CPM
Town Administrator