

Town of Hollis
Joint Loss Management Committee Minutes
July 15, 2020
Hollis Town Hall

Management Present: Lori Radke, Town Administrator; Joan Cudworth, DPW Director; Rick Towne, Fire Chief; Brendan LaFlamme, Police Captain

Employees Present: Bill Condra, Town Hall; Kurt Thompson, Police; Jennifer Govostes, Fire; Matt Judge, Communications (9:07AM) and Phil Fotos, DPW

Absent: Laura Klain, Library Director; Kurt Thompson, Police

Others Present: Chrissy Herrera, Assist. Town Administrator/HR Coordinator (non-voting member) Phil St. Cyr, Risk Management Consultant with Primex (via conference telephone)

Call to Order

Chair Jen Govostes called the meeting to order at 9:01AM in the Town Hall Community Room

Approval of Minutes

*MOVED by J. Cudworth, seconded by B. LaFlamme to approve the January 15, 2020 meeting minutes.
Motion PASSED unanimously.*

Review First Aid Injury Log

The First Aid Log was reviewed by JLMC members. It was stated that the claim dated 03/19/20 has recently been reopened and will most likely involve Loss Time. P. St. Cyr explained that claims involving in-house gyms are generally covered if employees are required to participate in a fitness program. He recommended implementing a policy and log for employees working out as part of a fitness program. Mr. St. Cyr offered to provide a sample policy for reference.

Date of Injury	Department	Cause of Injury	Description of Injury	LT/NLT	WC Claim
01/30/20	DPW	Struck	Hit knee	NLT	yes
03/19/20	Police	Lift/Lower	Hernia	NLT	yes
05/07/20	Town Hall	Slip/Fall-inside	Hit shoulder/hip	NLT	yes
05/19/20	DPW	Struck-by person or object other than vehicle	Object fell on head/neck	LT	yes

Department Reports

Communications –

No concerns to report

DPW/Transfer Station-

The facility is not code compliant and will possibly need significant improvements and/or repairs. It was suggested that a plan be created to reconfigure the building, including hiring a professional to assess the building. Once a plan is determined, it should be addressed with the Select Board in collaboration with the budget process.

In the meantime, the immediate issues need to be addressed, including the carpet upstairs, as it poses a tripping hazard. P. St. Cyr added that a Fire Safety Audit was conducted by Primex in 2019. There were several recommendations as a result of the findings from the audit, which J. Cudworth is working towards remediating.

Fire-

A carpet at the facility will need to be addressed as it also poses a tripping hazard. A crosswalk sign at the end of the Fire Station driveway should be moved back from the main road, as it impedes the line of site.

Library-

There are several Emergency Lights in need of new batteries. J. Govostes and R. Towne will assist P. Fotos with the obtaining the proper battery size and type for the lights.

Police-

No concerns to report

Town Hall-

The long carpet in the hallway pose a tripping hazard and will need to be replaced. Electrical concerns in the basement need to be addressed, including a disabled smoke alarm. Two electrical outlets in the Finance Officer's office pose are concerning as they shut off when both outlets are in use. Funds have been encumbered in the town's budget for a new alarm system at Town Hall, which the Fire Department has been working on.

Transfer Station-

The carpet at the Transfer Station needs to be addressed as it also poses a tripping hazard. The electrical outlets need to be secured so they are not overloaded.

Other

C. Herrera worked closely with P. St. Cyr to review the Safety Program and updated all policies in the document. Sample policies and guidance were provided by Primex. Committee members reviewed the Safety Program with proposed changes. It was suggested that the updated membership list be included in the proposed changes. The changes include removing the 'Transfer Station' member under Management and the 'Highway' member under Labor, since those positions on the committee will not be filled at this time. Additionally, it was suggested that the language in the 'Communication of Identified Hazards' section on page 7 be clarified regarding the procedure for the audit finding. The Safety Program shall be reviewed at least every two years as part of the Prime Program. The next step will be to forward the document to the Select Board for approval at the August 10th meeting, then submit to Primex. The term date for the Prime Program is now July 1st through August 31st. The Prime Program offers a 2.5% on Workers Compensation and 2.5% on Property and Liability for the town.

*MOVED by L. Radke, seconded by M. Judge to approve the Safety Program with the suggestions changes.
Motion PASSED unanimously.*

Annual facility inspections were completed for the 2020 year. Each department was provided with the results of those inspections.

As of now, the Steven's Advanced Driver Training Class is still scheduled to take place, although the class size will be limited due to the pandemic. Any employee is eligible to take the class although those employee's driving town owned vehicles should take priority for the class. There are no member fees attached, so any Primex member can attend at no cost.

P. St. Cyr relayed that Primex will pay for any Fire Department member who successfully completes all requirements in the Driver Operator All Vehicle (DOAV) course offered by the NH Fire Standards, Training & EMS Bureau (Fire Academy). The course is conducted at various locations throughout the State and all scheduling is done by the Fire Academy. The Fire Academy bills Primex directly through an agreement.

Next Meeting Dates for 2020

The next JLMC meeting is scheduled for Wednesday, October 21, 2020 at 9:00AM at the Hollis Town Hall.

Adjournment

MOVED by J. Govostes, seconded by L. Radke to adjourn the meeting at 9:55AM.

Motion PASSED.

Respectfully Submitted,

Christine Herrera

Assist. Town Administrator/HR Coordinator