

Town of Hollis
Joint Loss Management Committee Minutes
April 20, 2022
Hollis Town Hall

Management Representation:

Lori Radke (Town Administrator); Rob Boggis (Fire Chief); Joan Cudworth (DPW Director), Tanya Griffith (Library Director) and Brendan LaFlamme (Police Captain)

Labor Representation:

Jennifer Govostes (Fire); Leo Soucy (DPW); Bill Condra (Town Hall) and Kurt Thompson (Police)

Members Absent:

None

Others Present: non-voting

Chrissy Herrera (Assist. Town Administrator/HR Coord.) non-voting member and Bob Barry (Primex Risk Management Consultant) via teleconference.

Call to Order

Chair Kurt Thompson called the meeting to order at 9:00 AM in the Town Hall Community Room.

Approval of Minutes

MOVED by J. Cudworth, seconded by L. Radke to approve the January 19, 2022 meeting minutes.

Motion PASSED unanimously

Review Injury Report

Date	Position	Cause of Injury	Loss Time/No Loss Time
02/19/2022	Fire Fighter	Fire-burn shoulder	NLT
03/28/2022	Communications	Slip (ice) torso, back, knee	NLT

Department Reports

Communications – No report

DPW/Transfer Station- No concerns

Fire- R. Boggis provided some additional details on the incident involving the individual that was burned. J. Govostes stated that she will be coordinating with custodial staff, Daryl Constantine to do the building inspections for the town. The DPW facility will be inspected, although construction for the facility is scheduled to begin soon.

Library- T. Griffith reported that a patron fell at the library. First responders were called to the scene. An incident report was documented. It was further reported that a propane valve was shut off by someone not associated with the town or library. The Fire Department installed a ‘tamper proof valve’ as a result. There is a shelving unit that will be stabilized as a safety precaution.

Police- No concerns

Town Hall-DPW received a quote to repair the ramp at the front of Town Hall.

Other Business

Safety Program-

It was reported that the Safety Program should be reviewed and discussed at the next quarterly meeting in July. B. Barry added that the documentation is sent to the Department of Labor indicating that the Safety Program has been reviewed by the committee. There are a few federal requirements for reporting fatalities and hospitalizations that were implemented in 2020. It was thought that those regulations were incorporated into the current document that will be confirmed upon review.

The quarterly meeting dates for 2022 are as follows:

- Wednesday, July 20, 2022 at 9:00am
- Wednesday, October 19, 2022 at 9:00am

Adjournment

*MOVED by L. Radke, seconded by J. Govostes to adjourn the meeting at 9:13 AM.
Motion PASSED unanimously.*

Respectfully Submitted,

Chrissy Herrera
Assistant Town Administrator/HR Coordinator