

Town of Hollis
Joint Loss Management Committee Minutes
July 17, 2019
Hollis Fire Station

Management Present: Lori Radke, Town Administrator; Todd Croteau, DPW Director; Rick Towne, Fire Chief; Joe Hoebeke, Police Chief; Laura Klain, Library Director; Joan Cudworth, Transfer Station Manager

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

Absent: Douglas Benoit, Highway

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

Call to Order

Chairman T. Croteau called the meeting to order at 9:07AM in the Hollis Fire Station meeting room

Approval of Minutes

MOVED by R. Towne, seconded by J. Cudworth to approve the April 18, 2019 meeting minutes.
Motion passed.

Review First Aid Injury Log

None

Department Reports

Communications

M. Judge would like a second door in the dispatch area for an emergency escape route and also because the windows do not open. There is currently one door, which meets code. The lack of hot water is in the process of getting fixed. M. Judge felt the new rug runner was a tripping hazard. J. Hoebeke will evaluate the rug runner to determine if it is a trip hazard and respond accordingly.

Police

J. Hoebeke reported that an officer returned to work following a non-work related leave. The lines for the parking lot need to be painted. Since there is a similar need for line painting in other departments/locations, he will look into consolidating services for several locations. P. Fotos commented that the parking lot at the library could also benefit from painted lines designating specific parking areas.

Town Hall

L. Radke stated that the employee bathroom door is now fixed, so it no longer slams shut. The new door with window for Rachael Gosselin, Finance Officer's office is approximately \$1,100. Having a window would improve the visibility as it relates to security. L. Radke is working towards obtaining a quote for key fobs for interior and exterior doors at Town Hall. Key fobs would restrict access to certain doors for the public as well as staff.

Library

L. Klain stated that the library is in need of a new water station/fountain as one has been broken for over a year and the second one is now only working intermittently.

Transfer Station

J. Cudworth hung warning signs as a result of a fire caused by a battery that was thrown into the hopper. J. Cudworth reported that the portable radios are working great.

Other

B. Condra requested notification of any signs that may be unauthorized, so he can respond immediately.
P. St. Cyr distributed handouts on education and upcoming training dates.

Next Meeting

The JLMC is scheduled to meet on Wednesday, October 16, 2019 at 9:00am at the Hollis Police Station

Adjournment

MOVED by J. Cudworth, seconded by J. Hoebeke to adjourn the meeting at 9:34AM.
Motion passed.

Respectfully Submitted,

Christine Herrera
Assist. Town Administrator/HR Coordinator