

**Town of Hollis  
Joint Loss Management Committee Minutes  
July 25, 2018**

**Management Present:** Deborah Padykula, Interim Town Administrator; Todd Croteau, Director of Public Works; Rick Towne, Fire Chief; Brendan LaFlamme, Police Lieutenant and Laura Klain, Library Director.

**Employees Present:** Doug Benoit, Highway and Beverly Hill, DPW.

**Absent:** Joan Cudworth, Transfer Station Manager; Bill Condra, Town Hall; Kurt Thompson, Police; Jennifer Govostes, Fire and Matt Judge, Communications.

**Others Present:** Chrissy Herrera, Human Resources Coordinator (non-voting member) and Phil St. Cyr, Risk Management Consultant with Primex

**Call to Order**

Vice Chairman D. Benoit called the meeting to order at 9:04AM in the Upper Town Hall.

**Introduction of New Members**

Bill Condra, Building Inspector replaced Donna Setaro as a member on the committee. Bill was unable to attend this meeting, but will be at the next meeting in October.

Todd Croteau, DPW Director replaced Tom Bayrd as a member on the committee.

**Approval of Minutes**

MOVED by B. LaFlamme, seconded by R. Towne to approve the April 18, 2018 meeting minutes. Motion passed.

**Review First Aid Injury Log**

JLMC Members reviewed the first aid log. P. St. Cyr explained that a “reserve” amount for claims is sometimes used to determine an estimated medical amount based on previous claims. Phil St. Cyr further explained that a claim is closed when there is no longer any follow up care or related correspondence. The Primex claims department reviews open claims every 90 days to determine if any claims are closed or need to be closed. When asked if the town is responsible to follow up with closing claims, P. St. Cyr suggested contacting Primex for a list of open claims. He also suggested notifying Primex that an employee from one of the town’s open claims, is no longer employed with the town. C. Herrera stated that she would follow up with Primex regarding the suggestions made from P. St. Cyr regarding the town’s open claims.

It was stated that the current log includes two workers compensation claims there were denied, but not reflected at the previous JLMC meeting. The list provided to all members includes a year to date list of claims.

02/14/18	Back injury	Fire	Loss time was 10 wks
02/19/18	Lower Back Strain	Fire	Loss time was 4 days
02/28/18	Shoulder Injury	Police	Loss time was 5 months
04/30/18	Lower Back pull	DPW	No Loss Time
06/07/18	Left Arm/Shoulder injury	DPW	No Loss Time
07/16/18	Rash/allergic reaction	DPW	No Loss Time

**Department Reports**

***DPW***

T. Croteau inquired about AEDs at the DPW shop and Transfer Station. Chief Towne will confirm that there are AEDs at both locations and that they have been serviced.

***Transfer Station***

None

***Fire Department***

None

***Library***

L. Klain will coordinate with R. Towne to set up a CPR class for the library staff. The large LED light bulb will be replaced within the next couple of weeks. L. Klain requested handicap buttons to automatically open the doors at the top of the ramp.

***Town Hall***

The new receptionist will start on July 30, 2018. Staff from Town Hall and DPW completed a CPR class at the Hollis Fire Station on 6/13/18. The class was voluntary which 12 people attended. C. Herrera asked that anyone interested in completing a class that was unable to attend the 6/13/18 training, should contact her or R. Towne to schedule an upcoming session.

It was reported that the Board Selectmen approved an amended Safety Program on 5/14/18. C. Herrera will distribute an electronic copy of the Safety Program to all members of the committee. It is also available on the Town website. It is required by law that the policy be reviewed every two years at a minimum. The town met the requirements of the Primex Recognition of Risk Management Effort or more commonly known as the "PRIME program". Of the approximate 700 members, only approximately 150 achieve this accomplishment. With this achievement, the Town will receive a 2.5% discount for Workers Compensation (\$1,485) and Property-Liability (\$1,073) for the remainder of the current agreement year which is 6 months (July 1, 2018-December 31, 2018). P. St. Cyr reviewed the Risk Management Benchmarks, which C. Herrera will distribute the committee members. It was noted that the discount would not be revoked if the benchmarks were not accomplished.

***Communications***

None

***Police Department***

B. LaFlamme reported that an employee who had been out on leave has recently returned to full duty.

**Next Meeting**

The JLMC is scheduled to meet on Wednesday, October 17, 2018 at 9:00am.

**Adjournment**

MOVED by B. Hill, seconded by B. LaFlamme to adjourn the meeting at 9:47AM.  
Motion passed.

Respectfully submitted by

Christine Herrera  
Assistant Town Administrator