

**Town of Hollis
Joint Loss Management Committee Minutes
October 17, 2018**

Management Present: Todd Croteau, Director of Public Works; Rick Towne, Fire Chief; Brendan LaFlamme, Police Lieutenant.

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

Absent: Deborah Padykula, Interim Town Administrator; Joan Cudworth, Transfer Station Manager; Laura Klain, Library Director.

Others Present: Chrissy Herrera, Human Resources Coordinator (non-voting member).

Call to Order

Chairman M. Judge called the meeting to order at 9:07AM in the Town Hall Community Room.

Introduction of New Members

Bill Condra, Building Inspector replaced Donna Setaro as a regular member on the committee.

Approval of Minutes

MOVED by R. Towne, seconded by T. Croteau to approve the July 25, 2018 meeting minutes. Motion passed.

Review First Aid Injury Log

JLMC Members reviewed the first aid log. It was stated that the current log includes three entries since the last meeting on July 16, 2018.

Date of Injury	Position Title	Cause of Injury	Description of Injury	LT/NLT	Return to Work Date	WC Claim
08/25/18	Police Officer	Lifting	Back strain/spasm	7 days	9/3/2018	yes
09/19/18	DPW	Metal fence	Cut finger	NLT	N/A	yes, but just needed to be on log
09/25/18	DPW	Bogie wheel	Pinched finger	NLT	N/A	yes, but just needed to be on log

C. Herrera stated that according to the Safety Program, “*very minor injuries requiring only minimal first aid treatment do not require a First Report of Injury but shall be entered in a First Aid Log maintained by the Town Administrator. The log will record the employee’s name and position title, the date and cause of injury, extent of injury, and treatment provided*”. Since each department maintains a First Aid Log, it was suggested that either on a quarterly or at least yearly basis, each department should submit their log to the Town Administrator, so there is one official log, kept at one location if/when the Department of Labor Safety Inspector requests to review it.

Department Reports

DPW

None

Town Hall

None

Fire Department

R. Towne stated that an AED was installed at DPW and Stump Dump.

Communications

None

Police Department

B. LaFlamme reported that a First Report of Injury will be submitted today.

Next Meeting

The JLMC is scheduled to meet on the following dates:

- Wednesday, January 16, 2019 at 9:00AM
- Wednesday, April 17, 2019 at 9:00am
- Wednesday, July 17, 2019 at 9:00am
- Wednesday, October 16, 2019 at 9:00am

Adjournment

MOVED by T. Croteau, seconded by B. LaFlamme to adjourn the meeting at 9:20AM.

Motion passed.

MOVED by P. Fotos, seconded by B. Bill to reopen the meeting at 9:25AM in order to provide an update on the garbage issue at Flint Pond.

Motion passed.

P. Fotos stated that the garbage barrel previously located at Flint Pond was removed in September by DPW. It was determined that the Right-of-Way at Flint Pond is controlled by the State of NH Fish and Game.

MOVED by J. Govestes, seconded by R. Towne to adjourn the meeting at 9:30AM.

Motion passed.

Respectfully Submitted,

Christine Herrera
Assistant Town Administrator