TOWN OF VERNON

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Risk Management Committee

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Town of Vernon, Risk Management Advisory Committee
January 14, 2014 meeting

DRAFT

In Attendance:

David Hermann, Committee Member
Tony Zappola, Committee Member
Bill Gilson, Committee Member
Paul Jonas, Committee Member
Chris Wardrop, USI
Dawn Maselek, Assistant Town Administrator
Michael Purcaro, Business Manager, BOE
George Tammaro, CIRMA

Absent:

William Nicholson
John Ward, Administrator
Jim Luddecke, Finance Officer
Fire Chief William Call, Risk Manager

Meeting called to order by Dawn Maselek at 7:00 p.m.

Public Comment

There was no public comment.

Approval of Minutes

Tony Zappola made motion to approve minutes from September 11, 2013 meeting, seconded by Paul Jonas. All in favor.

Announcement was made that Charles Ayer resigned from the Committee, and there is one vacancy.

New Business

a. George Tammaro, from CIRMA, provided the Committee a review of the loss analysis for the Town and BOE, which included a peer review comparison of similar Towns. Vernon rated lower than peers in severity of claims, a good trend and relatively flat.

   George offered up CIRMA's reviewing contracts for subrogation language prior to signing.

b. David Hermann offered to be Chairman of the Committee. Paul Jonas made a motion to elect Dave Hermann as Chairman, seconded by Tony Zappola. All in favor.

c. Assistant Town Administrator Dawn Maselek provided a Town Safety Committee update. Safety Committee is working on job descriptions for Return to Work Program. The final step required to establish a Preferred Provider Network. Safety Committee also provided a memo from Fire Chief Call to

be aware of exits prior to emergency situations, along with pamphlets referencing same and use of fire extinguishers.

1. Risk Management Committee recommended more detail be provided to employees, such as designated floor Captain who is given current employee list, established meeting place outside of Town building where employees can be accounted for.

Assistant Town Administrator provided details from Human Resources regarding updating of job descriptions enabling the Town to establish pre-employment testing based on the physical requirements necessary for the job. A formalized criminal background check process is being established with Lt. Meier for certain positions in the areas of IT security, public safety and access to children.

d. School Business Manager provided update on School Security grant. Assistant Town Administrator provided update to building security around Town Hall.

e. Meeting dates set for 2014:

1. March 11, 2014
2. June 10, 2014
3. September 9, 2014
4. December 9, 3014

Next scheduled meeting March 11, 2014.

Motion to adjourn meeting called by William Gilson, seconded by David Hermann. All in favor. Meeting concluded at 8:17 p.m.

Prepared by: Dawn R. Maselek, Assistant Town Administrator