



**Claims & Loss Control Committee**  
**Meeting Minutes**  
**Thursday, April 22, 2021 via WebEx**

The meeting began at 12:00 pm

**CLCC Members Present:** Bruce Chapin (Atlantic), Jason Thacker (Howe), Sheila Todd (Koopman), Barbara Laferriere (NAC), John Howell (Shepley), Justin Wells (BROSCO), John Hoell (Shepley), Deb Torres (NAC), Adam Robbins (Howe), John Mahoney (Fairview), Pat Maccini (DBS), and Jay Torrisi (Jackson)

**CLCC Members Absent:** Wayne Moriarty (Atlantic), Frank Atkinson (Cape Cod), Tom Slater (Keiver), Nancy Roach (Hingham), Linda Lyons (BROSCO), Ryan Woundy (BCG), Dan Christopher (BROSCO), Tiffany Wessling (DB&S), Mike Rygiel (Moynihan), Andy Sharr (Concord), Dave Perry (Concord), Robert Nerger (John Foster), Michele Frazee (Sterritt), Tom McManus (Cape Cod), Leah Smith (Concord), Michael McNeil (Moynihan), and Crystal Chalifoux (Koopman)

**Partner Representation:** Cheryl McCarthy, Kathy Leone, Gary Moran, Deb Williams, and Kathy Camire all from Future Comp.

**Meeting Minutes:** Review of the meeting minutes from January 21, 2021 was done.

*A motion was made by Deb Torres to approve the January 21, 2021 minutes as represented. The motion was seconded by Sheila Todd and unanimously approved by all those present.*

**Review of Training (Defensive Driving):** Adam Robbins could not get any audio to participate in the training since he was on the road so asked other members to provide feedback of the training

that was held earlier in the day. There were 32 participants representing 13 members.

Everyone felt that the training went very well. There were many requests for the video. John Howell will edit the video and send to Deb to have posted to the SILBA website.

**Prior Period Large Losses:**

Northeast Treater: No one was present to review the loss. This member does not have a dedicated safety person and no accident investigation was done. They did provide a video of the accident and the committee reviewed the video and provided feedback on what was the root cause and what could be done as a follow up to the accident.

Fairhaven Lumber: No response was received to Deb's request and no information was received on the loss.

Shepley: John went through the accident and explained that the employee is an excellent worker and was trying to move a huge cartload of wood over slightly so it would be in alignment with other items. When doing so, he slipped and fell, dislocating his shoulder. Shepley has carts that are to be used for this type of thing and there was one ten feet away. He was rushing and thought that he could move it the short distance himself and just wanted to get the job done. He has been working light duty.

**Loss Control Overview:**

Deb Williams went through her loss control report for the quarter ending March 31, 2021. She indicated that she has changed the report format some and would like some feedback from the group on the changes. She added report only to the breakout of claims. She also added a graph indicating which day of the week accidents occur the most.

Overall, the group is trending the same as 2020 but if you compare how the group is doing to 2019 (pre-COVID19), the group is trending upward

significantly. The group's loss ratio through the first quarter of 2021 is 53% compared to 20% in 2019.

Deb indicated that the checklist visits are going very well, she has completed 80% of the member visits to date. She will meet the goal of all being completed by the end of June. So far, the outcome is as expected, members are trying very hard to be safety focused however there is a lack of documentation.

**Claims Overview:**

Cheryl McCarthy provided an update on three claims.

F D Sterritt Lumber (#5) - EE had back fusion surgery on March 2<sup>nd</sup>. Claim in litigation; still waiting on hearing to be scheduled.

E C Cottle (#7) - Shoulder surgery was required but EE had to lose weight, so it was delayed. Surgery happened in February; now waiting for hearing date to be scheduled.

Brockway (#12) - Fall from ladder; EE hurt back but not treating regularly. Ordered to pay temp, total until June. IME scheduled for 5/8. Will try to settle case after the IME takes place.

Question was asked about the hearing delays. Gary Moran indicated that they are only holding two hearings a day so they can clean the courtrooms. No hearings were held for a year due to COVID so delays of up to a year can be expected now.

**Working Session:**

The working session time was used to review the 5 documents that Deb had sent out previously to everyone where she consolidated the various documents sent to her.

- 1) Fork Truck Inspection
- 2) New Hire Safety Checklist
- 3) Accident Investigation Form (Review)
- 4) Yard/Safety Inspection
- 5) New Hire Checklist
- 6) OSHA Accident Investigation Guide

**OSHA Accident Investigation Guide**- no changes were made to this document since it is an OSHA document; just post to website.

**Accident Investigation Form**

-Split into two forms – accident reporting and accident investigation

**Equipment Assessment**

-received approval to put our logo on it  
-break out into separate documents-daily/periodic  
-periodic? – to be done monthly  
-Monthly should be completed by a maintenance person  
-Add section to both for battery check/water levels

**Claim Tracking Form**

-submitted by North Atlantic; they use to track all open claims. No other tracking systems were submitted.

**Safety Orientation Checklist**

-add machine guarding  
-excel format?  
-add date completed  
-add evacuation plan  
-nothing on commercial drivers? Recommended that there be a separate checklist for this.

**New Hire checklist**

-Not safety related, more HR. Do not use.

Documents for review at the next meeting will be:

- 1) CDL Checklist
- 2) Yard Inspections
- 3) OSHA Required Trainings

It was agreed that the committee will finish up all the forms and then move on to trainings.

A question came up on how we are handling members that are not responding to Deb on accidents and visits. Kathy Camire responded that Deb will compile a list of these members and provide the list to

her and Todd Johnson, the administrators. Kathy and Todd will discuss recommendations as to what actions should take place with the Board of Trustees.

**Old Business:**

None

**New Business:**

August Meeting in person or WebEx? It was agreed to wait and see how things are going as the date gets closer and then we will survey the committee.

OSHA10 Training - should be hold in 2021 or more to 2022? North Atlantic cannot host this training in 2021 so it will be moved to 2022.

Reasonable Suspicion Training was last held in 2019 - when does the group want to offer it again? We will survey in 2022 to see if there is interest.

**Adjournment:**

There being no other business to discuss, a motion was made by Deb Torres to adjourn the meeting. The motion was seconded by Jay Torrisi and the meeting was adjourned at 1:21 pm

Respectfully Submitted,  
Katherine Camire, Administrator