



Risk Assessment Committee Report October, 2016

Committee Members

Wendy Rodorigo - Treasurer, *Chair*, Tom Pratt - Board of Finance, Tom Broesler - Finance Manager, Mike Krenesky –Selectman, Brian Ploss- Board of Finance

Meetings

September 22, 2016 – October 6, 2016

Attendance at Committee Meeting(s)

Wendy Rodorigo - Tom Pratt - Tom Broesler

Narrative

Communications have shown that Departments are cooperative and enthusiastic about this project. There is buy-in across all levels and staff are eager to participate in this process.

The committee has met with various department heads to conduct interviews and have them complete assessment questionnaires. To following departments were completed since last report:

- Tax Collector
- IT

The Town's Risk Management Consultant from CIRMA made the committee aware of the vast resources such as trainings, assessment forms, books and white papers available through CIRMA. He has since delivered a large amount of materials to Tom Broesler. The Consultant informed us that a Safety Meeting needs to be held quarterly. This will be reviewed for compliance in the 2nd year of coverage

The Committee conducted 2 group interviews, the first being with Rob Pruzinsky-Public Works, Eddie Rodriguez-Police Department & Jim Tzraski-Fire Department. The second meeting was with Mary Ann Holloway-Tax Department, June Chadderton-Assessor Department & Len Greene-Town Clerk. There were several common themes across the areas:

- Workers Compensation/Any other insurance changes that occurred with the new vendor
- HR Improvements
- Standardized SOP & SOG (Procedures & Policies)
- Security – Keyless entries into all building / Cameras
- Joint trainings across departments ex. OSHA/CPR

The next 2 meetings are scheduled for: October 20, 2016 & November 10, 2016

Respectfully Submitted,

Wendy Rodorigo, Chair