

**Town of Chester  
Joint Loss Management Committee Meeting  
Thursday, August 12, 2021  
Fire Department Training Room  
Approved Minutes**

**I Preliminaries**

9:00am Call the Meeting to Order  
Roll Call

Chairman's Additions or Deletions  
Approval of Minutes – April 15, 2021

Policy Packets for New Employees, Volunteers & Board Members  
Town Hall Engineering Update / Employee Contact Procedure

Hart Roberts Road - *Tabled*

Reports of Accidents / Injuries

Reports from Departments

Annual Vote on Chair & Vice Chair Positions

Wason Pond Causeway Bridge

Date and Location of Next Meeting

JLMC Review & Tour of Fire Department

Adjournment

**1.1 Call to Order**

Chairman Reishus called this meeting of the Town of Chester Joint Loss Management Committee at 9:05am.

**1.2 Roll Call**

Members present:

Aaron Berube, Police Chief, Committee Vice Chair

Myrick Bunker, Building Inspector / Code Enforcement Officer

Paul Cavanaugh, Maintenance Director

Debra Doda, Town Administrator

Marianne Duffy, Finance Officer (FO)

Phil Gladu, Acting Fire Chief

Andrew Hadik, Town Planner

Janis Jalbert, BOS Administrative Assistant

Corinna Reishus, Recreation Director, Committee Chair

**1.3 Chairman's Additions or Deletions**

Chairman Reishus added Wason Pond causeway bridge.

**II. Old Business**

**2.1 Approval of Minutes: April 15, 2021**

Town Planner Hadik moved to approve these minutes as written; FO Duffy seconded the motion. The vote was eight in the affirmative with Acting Fire Chief Gladu abstaining; motion carried.

**2.2 Policy Packets for New Employees, Volunteers & Board Members**

No changes have been made to the policy packets; once this is done, this item will be discussed further.

Chairman Reishus felt that the JLMC should suggest that the Harassment Policy, Key Policy, and Vendor Sign-in Policy be included as part of the Volunteer Service Statement for all Board/Committee/Commission members to sign. It was noted that since the two new doors were installed in the Town Hall, the vendor badges and sign-in sheet is no longer used.

This item will remain on the agenda.

**2.3 Town Hall Engineering Update / Employee Contact Procedure**

The Committee discussed building security. Some suggestions were made regarding upgrading employee access. TA Doda suggested that quotes be obtained for these upgrades so that they may be put into the budget.

“Employee Access” will remain on the agenda.

**2.4 Hart Roberts Road**

This topic is currently being handled by the BOS; this item will be removed from the agenda.

**III. New Business**

**3.1 Reports of Accidents / Injuries – April 1 through June 30<sup>th</sup>, 2021**

FO Duffy reported that there were three (3) strain/sprains and one (1) puncture during this period.

**3.2 Reports from Departments**

**Town Planner Hadik:**

He also suggested a stopper be installed or a rubber wedge be placed near the doors for propping open to allow the public to access after-hour meetings.

**Maintenance Director Cavanaugh:** A couple weeks ago at the Transfer Station, an individual forgot to put their vehicle in “park” and it hit the book shed. No one was injured. A police report was filed, and no major damage was done.

**JLMC Vice Chair / Police Chief Berube:** He wondered if there was a protocol for cleaning biohazardous substances. There is presently not such a protocol in place; and there was again an issue with a cruiser becoming soiled by a detainee.

**BI Bunker & BIAA Wilson:** They are pleased with their new service window.

**JLMC Chair / Recreation Director Reishus:** She is getting more usage requests and would like to know when the coned-off, uneven areas on the walkway to the MPR will be repaired. Maintenance Director Cavanaugh noted that this is on the list of items to be done.

The remaining department representatives had nothing to report.

104 **3.3 Annual Vote on Chair and Vice Chair Positions**

106 Building Inspector Bunker made a motion to keep the current Chair and Vice Chair and to postpone the  
108 vote.

108 Vice Chair Berube suggested that this vote be done in July 2022. He explained that the Chairperson  
110 role should alternate between supervisor and non-supervisor.

112 The group discussed some potential future Chairpersons across the departments. An effort will be  
114 made to nominate and elect a non-supervisor to the Chair role in 2022.

116 **3.4 Wason Pond Causeway Bridge**

116 TA Doda noted that Primex confirmed that the Town is doing everything possible to keep people from  
118 using the compromised causeway bridge. It was noted that Park Ranger John Wright and the Summer  
120 Program staff spend much time and energy keeping people from climbing over the fence and Jersey  
barriers.

122 Building Inspector Bunker noted that the Conservation Commission and the BOS have devised a plan  
124 to install a wooden temporary emergency bridge over the concrete bridge. Acting Fire Chief Gladu  
126 explained that there was a meeting recently with individuals from the State to determine the time period  
during which the bridge failed (to see if it's eligible for storm funding.) During that meeting, there was a  
suggestion to rent a portable bridge from the National Guard.

128 Acting Fire Chief Gladu noted that the command SUV and forestry truck are the only FD vehicles that  
130 traverse the trails in order to get to the beach area. Chairman Reishus wondered why no one has  
132 considered building a new bridge coming from the area behind the pump house. It was explained that  
because that would be a new bridge, it would be cost-prohibitive. TA Doda noted that this topic is on  
tonight's BOS agenda.

134 **3.5 JLMC Review & Tour of Fire Department**

136 The JLMC was finally able to tour the Fire Department. (This tour was delayed in January 2020 due to  
138 inclement weather and then delayed each subsequent meeting due to COVID-19.)

138 The JLMC observed the Training Room, which is also the Emergency Operations Center (EOC) for the  
140 Town. Two stained areas of ceiling tile were observed. Neither leak is active, and heat tape has been  
142 installed to prevent the ice damming that caused the one by the door. It won't be known until winter if  
the heat tape resolves the issue.

144 Building Inspector Bunker observed that the handrails in the stairwell do not return on either end; this  
146 was called out twice before. The way they are, the ends of the railings can catch on someone's sleeve  
or bag, causing them to fall. It is unknown if the window near the stair landing is tempered, though it  
should be.

148 The second floor of the FD was toured; there is a lounge / gym area, bunk rooms, men's and women's  
150 locker rooms, and an office. The JLMC went back downstairs and observed the kitchen. Building  
Inspector Bunker noted that there is still no hood over the gas stove. The group viewed the offices and  
152 the dispatch room, then went into the garage. An expired eye wash station was noted.

**IV. Adjournment**

- 154 The next meeting of the Joint Loss Management Committee is scheduled for Thursday, October 21<sup>st</sup>,  
156 2021 at 9:00am at the Fire Department; with a tour of the Maintenance Garage and Town field buildings  
158 (sheds, snack shack, dugouts) to follow.
- 160 **Vice Chair Berube moved to adjourn the meeting; Building Inspector Bunker seconded the  
motion. The vote was unanimous in the affirmative; motion carried.**
- 162 The meeting was adjourned at 10:38am.
- 164 Respectfully Submitted,  
Caroline R. Wilson, Secretary