

Town of Chester
Joint Loss Management Committee Meeting
Tuesday, January 12th, 2016
Police Department Training Room
Approved Minutes

I Preliminaries

10:00am Call the Meeting to Order
Roll Call
Approval of Minutes
Safety Updates
Reports of Accidents / Injuries
Snow Updates
Playground Hazard
Town Hall Alarms
Chair, Vice Chair Change
Reports from Departments
Other Business
Meeting Adjournment

1.1 Call to Order

The meeting of the Town of Chester Joint Loss Management Committee was called to order at 10:00am.

1.2 Roll Call

Members Present:

Tony Amato, Maintenance Supervisor
Richard Antoine, Fire Chief
Aaron Berube, Police Chief
Andrew Hadik, Planning Board Coordinator (*arrived 10:08am*)
Andrew Higham, Highway Department
Timothy Loveless, Police Sergeant
Erin Newnan, Acting Town Clerk

Members Absent:

Dick Trask, Board of Selectman Liaison (ex-officio)
Pat Tymoniewicz, Board of Selectmen Administrative Assistant

II Old Business

2.1 Approval of Minutes

Although no formal approval occurred, a copy of minutes from the May 27, 2015 meeting was passed around the meeting table and was reviewed by each member present.

2.2 Safety Update

Maintenance Supervisor Amato stated that he recently performed inspections of all alarms in Town buildings. Equipment and components in need of repair or replacement was amended as needed; including door lock repair

52 and/or creation of new keys. Also, EBUs (Emergency Battery Units) of the above-door “EXIT” signs with built-in
54 flood lights were replaced.

54 Fire Chief Antoine inquired about the status of Flagger certifications, as discussed in prior meetings.

56 Police Chief Berube asserted that he would have more to report on his department’s progress for the next JLMC
58 Meeting.

60 Mr. Higham noted that all Highway Department staff had received Flagger Certification via “T2,” as provided by
62 NH DOT and UNH.

62 **III New Business**

64 **3.1 Reports of Accidents / Injuries - Since the last JLMC Meeting (May 27th, 2015)**

66 Maintenance Department: One (1) injury involving a fall off of a lawnmower was reported.

68 Police Department: A total of three (3) injuries had been reported: Two (2) were dog
70 bites; both requiring medical attention. The third injury involved a hypodermic needle scrape.

72 Fire Department: One (1) laceration to a hand was reported; medical attention was
74 obtained.

74 A First Report of Injury form was reported to have been filed in all of the cases above.

76 It was determined by Mr. Amato, Police Chief Berube, and Fire Chief Antoine, respectively, that the accidents and
78 injuries above were not preventable and / or were result of factors both unforeseeable and variable in nature.

80 Mr. Amato noted that the lawnmower relative to the above injury was subsequently examined by a mechanic; a
82 malfunction was identified and repaired accordingly.

82 **3.2 Snow Updates**

84 One snowfall event had occurred up to the time of this meeting, resulting in an approximate six inches (6”) of
86 accumulation. Regarding an anticipated snowfall to occur later today: Mr. Higham stated that the Highway
88 Department plans to begin pretreating Town roads at about 3:00pm today; Mr. Amato plans to pretreat the main
90 walkways of the Municipal Complex today, to be followed with regular snow removal prior to employee arrival
tomorrow morning.

90 **3.3 Playground Hazard**

92 Fire Chief Antoine stated that complaint(s) had been made regarding a stone structure that was placed within the
94 Playground at Wason Pond. This structure, which includes a fountain, has not been met approvingly by the
town’s insurance company. The town’s Recreation Coordinator, Sharon DeLuca, has been enlisted to address this
96 issue with the state; and Fire Chief Antoine expects a report to be available for the next JLMC meeting.

98 Mr. Higham suggested fencing be placed around the structure; and Sergeant Loveless proposed the placement of
protective foam in the meantime.

100

102 Planning Board Coordinator Hadik stated that placement of this structure had been approved by the Recreation
Committee and the Board of Selectmen; and that it was specifically placed so that it was safely out of the arc of
104 swings being used on the swing sets.

106 Mr. Amato made note of routine grounds keeping and sanitation duties he and others in Maintenance have
completed, particularly in warmer months, to help keep the Playground area as safe as possible. Once or twice
108 per week, the area is inspected and cleared of trash or hazardous materials and sanitized as necessary. Bolts on
play equipment are tightened, mulch is leveled off and divots filled in.

110 Acknowledgement was made by Mr. Hadik and Mr. Amato of the Playground gate malfunctioning; attempts have
been made to repair it, and ideas were exchanged about how it may possibly be repaired or replaced in the
112 future. However, it is not yet known to be a safety issue.

114 3.4 Town Hall Alarms

116 In a recent test of the alarm devices distributed within the Municipal Complex, it was discovered that one (1)
device unit did not function. The distance between that particular unit and the main alarm device panel is
118 apparently too great, therefore inhibiting signal transmission. Mr. Amato plans to determine whether devices
with stronger signals are available, or if replacement with a hard-wired unit will be needed.

120 Police Chief Berube inquired about the existence of a town policy on such alarm devices; and suggested that, in
122 the least, basic information on the alarm system, operating procedures, and location(s) of the units be provided to
employees in writing.

124 Police Chief Berube proudly announced that Sergeant Timothy Loveless recently acquired certification to teach
126 groups within facilitation of Active Shooter Drills. "Run-Hide-Fight," the interactive, nationally-renowned program,
will be presented to employees of the Chester Public Library and employees of Chester Academy by Sergeant
128 Loveless in January and February, respectively. Police Chief Berube plans to propose to the Board of Selectmen
that Town employees receive the same; and that a subsequent presentation be held for the Public in the
130 Multipurpose Room.

132 Mr. Amato noted that eight (8) to ten (10) device units were originally placed, and wondered if the offices of the
Building Inspector or Supervisors of the Checklist had received or would receive units. Planning Board
134 Coordinator Hadik spoke of a device unit misplaced as of present. Suggestions were exchanged regarding
alternatives to the current devices; perhaps smaller, more discreet device units would ensure greater compliance
136 and effectiveness of the system. Mr. Amato plans to address this with Selectman Joe Castricone and Selectman
Dick Trask.

138 3.5 Chair, Vice Chair Change

140 A brief introduction was given of the necessity of periodically assigning / reassigning Chair and Vice Chair roles
142 within the committee. Members present agreed that this be tabled and addressed during the next JLMC Meeting.
The three new JLMC members--Mr. Hadik, Sgt. Loveless, and Mrs. Newnan--wish to become more familiar within
144 the Committee prior to making such decisions.

146 3.6 Reports from Departments

- 148 • Mrs. Newnan noted that a purple support column located in the waiting area of the Office of Town
Clerk/Tax Collector has become a safety hazard. Those behind the counter have noticed that the optical

illusion of the column “disappearing” happens regularly. Patrons bump into it approaching the counter and especially turning to walk away from the counter. Mrs. Newnan suggested that the column be painted white to increase visibility. Mr. Amato agreed and proposed some kind of reflective or highly visible tape be applied as well; and he plans to obtain materials and begin working on this as soon as possible.

- Mr. Amato was pleased to report that the new floors in the Multipurpose Room (MPR) have been great so far, especially since they dry very quickly. The MPR has new rugs, and the heating system is being brought up to speed. Mr. Amato plans to propose that the MPR restrooms’ floors be replaced in the next budget.
- Fire Chief Antoine plans to apply via a state grant to receive “pods,” which are self-contained emergency supply units. Each “pod” is essentially a cot which doubles as storage; to fold out the cot is to access the supplies found within. The MPR and the Senior Center at Wason Pond are available to a varying degree to function as disaster shelters or “warming stations.” Some basic cots are presently stored in the MPR; and Phil Gladu of the Hazard Mitigation Committee is in the process of creating an emergency supply list.
- Police Chief Berube announced that an officer on duty will be checking in on the Office of Town Clerk/Tax Collector during evening service hours. Mrs. Newnan acknowledged already having been checked on since evening hours started; and added that evening service will only be offered when both herself and office assistant Barbara Gannon are present.

3.7 Other Business

- Mr. Higham stated that his employee ID badge was soon to be expired; Mr. Amato noticed the same. Police Chief Berube posited that all Town employees be provided a current photo ID badge; and that a tracking system be created for the badges. Police Chief Berube offered to photograph employees; and Fire Chief Antoine offered to contact Aaron at Card Tech (from whom Town Clerk Emeritus Barbara Gagnon obtained existing badges) to begin the process of submitting new and current employee data. Individuals with variable or intermittent duties are to be included as well; and are to confirm preferred job title with a supervisor.
- Mr. Higham expressed concern over the lack of a fire alarm system at the Salt Shed; noting the substantial value of equipment. Fire Chief Antoine stated that Mr. Higham’s supervisor, Road Agent Mike Oleson, had been notified of this; and that this subject is to be placed on the agenda of the next JLMC meeting.
- Mr. Hadik volunteered to take on closing and locking the gate used to separate the Municipal Offices from the MPR. Currently, the gate is secured each evening by Building Inspector Thom Roy, who will be retired in less than a month.
- Mr. Amato agreed to place signs on the inside and outside of the door near the employee kitchen. From the inside of the building, a sign will instruct users to ensure they have shut the door all the way, as it has a tendency not to. From the outside, an “Exit Only” sign will be visible.

IV Adjournment

The next scheduled JLMC meeting is to take place on Tuesday, April 12th, 2016 at 10:00am in the Police Department Training Room.

The meeting was adjourned at 11:09am.

Respectfully Submitted,

Caroline Rose Wilson, Recording Secretary