

**Town of Chester
Joint Loss Management Committee Meeting
Wednesday, October 5th, 2016
Police Department Training Room
Approved Minutes**

I Preliminaries

1:30PM Call the Meeting to Order
Roll Call
Approval of Minutes
Security Issues & Dutch Doors
Active Shooter Presentation & Threat Assessment
Fountain at Wason Pond
July 1, 2016 Fire at Town Hall
Reports of Accidents & Injuries
Reports from Departments
Other Business
Adjournment

1.1 Call to Order

Acting Chair Berube called this meeting of the Town of Chester Joint Loss Management Committee at 1:36pm.

1.2 Roll Call

Members present:

Tony Amato, Maintenance Supervisor
Aaron Berube, Police Chief, Acting Chair
Greg Bolduc, Fire Chief
Marianne Duffy, Finance Department
Andrew Hadik, Planning Department
Andrew Higham, Highway Department
Erin Newnan, Town Clerk
Scott Newnan, Fire Lieutenant

Members absent:

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

1.3 Chairman's Additions or Deletions

Acting Chair Berube added Primex, Department of Labor Inspection, and Sandown Evacuation Plan.

II. Old Business

2.1 Approval of Minutes

July 19th, 2016: Mr. Amato moved to accept the minutes as drafted; Mr. Higham seconded the motion. The vote was four in favor with Mr. Bolduc, Ms. Duffy, Ms. Newnan, and Mr. Newnan abstaining due to absence from the meeting in question; so moved.

2.2 Security Issues & Dutch Doors

Mr. Amato reported that he was waiting for estimates for eleven (11) Dutch doors and frames from two (2) contractors: Joe Lagana and A.J. Wood. Mr. Amato expects these estimates will be approximately ten to fifteen thousand dollars (\$10,000-\$15,000) and intends to inform Members of the Committee upon receipt of this information.

Ms. Duffy felt unsure whether Dutch door installation would be effective in her office in the event of an incident; and noted that the second egress for both herself and Finance Director Smith was to the other's office.

Mr. Berube suggested placing a wall with a push-button system to summon employees; but felt it may not be worth it unless the entire building is remodeled. Mr. Berube noted that The Department of Labor (DOL) liked the layout of the Town Clerk Tax Collector's office, as it separates the public from staff. The Board of Selectmen's office requested photos from the DOL showing similar offices, and most of those featured Dutch doors.

Mr. Hadik stated that both the Chair and Vice Chair of the Board of Selectmen had earlier expressed the intention of consulting with each department and employees on this issue. Mr. Hadik felt that the Planning and Assessing Department may not be able to finish with one client before another client would ring their buzzer, if such a system were put in place, for example. It was noted that, although some employees did not want to create an "impersonal" feel, the issue of individuals perusing the Town Offices to socialize may effectively be managed by installing Dutch doors.

Mr. Amato mentioned that another option included installation of wire-meshed, self-locking automatic closing glass doors, which would still be an upgrade. Mr. Berube noted that the DOL had also suggested placing clearer signage on the premises.

Mr. Bolduc wondered if any of this may fall under Emergency Management, since the Offices are connected to the Multipurpose Room; while Mr. Hadik noted that the CIP may be considered for this.

Regarding the Side Door, it was noted that Mr. Noyes of Maintenance has found it completely unlocked on multiple occasions. Mr. Amato offered to change the locking handle completely, since it appeared that the current mechanism allowed for unlocking of the door. Mr. Amato would also obtain estimates for replacing the door completely, as it was noted to be somewhat worn.

The topic of securing the building at day's end was discussed; Mr. Hadik mentioned that he currently closes the building four (4) days a week. Prior suggestion to place alarms on the Side Door and Meeting Room door was mentioned.

2.3 Active Shooter Presentation & Threat Assessment

Mr. Berube is waiting for the Board of Selectmen to provide a date to hold an Active Shooter Presentation; four (4) police officers are being sent to class so that they may make this presentation to employees. Also, an insurance provider in Concord sent Active Shooter information to Ms. Duffy.

2.4 Fountain at Wason Pond

Ms. Duffy will contact Primex to determine who may be able to perform a risk assessment of the Fountain in the Playground at Wason Pond. Mr. Hadik asked to be informed of any mitigation suggestions so that he may involve the Boy Scout Troop to assist.

2.5 July 1, 2016 Fire at Town Hall

Mr. Amato noted that all necessary repairs have been made at this time (including replacement of voltage regulator) and that the Foreman on site that day has been notified of such. The cause of the fire was determined to be squirrels or other rodents having chewed wires.

Ms. Newnan wondered whether the building's fire alarms may be activated in such an event, even if a fire is taking place outdoors; Mr. Bolduc confirmed that they absolutely can.

III. New Business

3.1 Reports of Accidents/Injuries

A single injury was reported by the Fire Department: An individual twisted and sprained an ankle upon missing a ladder rung during a training exercise. A workers compensation claim and two weeks' absence from work had resulted.

The Police Department also reported a single injury: While demonstrating field sobriety testing, an officer's knee twisted and locked up, however, no loss of work resulted.

Mr. Bolduc noted that he had obtained a template First Report of Injury form to simplify the process and would share this template with other departments.

3.2 Reports from Departments

Town Clerk:

Ms. Newnan noted that the recent painting of the metal pole near the counter had been effective in making it more visible and preventing individuals from inadvertently walking into it. Also, a safety mirror had been ordered and would soon be installed.

Maintenance:

Mr. Amato announced that the new fence had been installed at Wason Pond, and the old temporary fence and posts had been removed. The playground at Wason Pond was fine in general; and the exterior lights at the Community Center had been fixed. Mr. Amato will inform Ms. Reishus of Recreation of this and will follow up with her on additional fencing.

Police Department:

Mr. Berube noted that the remaining four (4) officers had been sent to Stevens Driving School; and urged all Town employees to attend, even if they do not use Town vehicles.

Fire Department:

Mr. Bolduc mentioned that four (4) officers were being sent to operator training, and that Primex would be paying. The exhaust system at the Fire Station has not been working properly and requires maintenance. Due to its deficiencies (including lack of filters), it is shut off for now, and fans are being employed to blow exhaust out of the building. Mr. Bolduc noted that filters for this system have been ordered.

Finance:

Ms. Duffy noted that training webinars applicable for continuing education hours are available through Primex at nhprimex.org.

Mr. Hadik departed the meeting at 2:47pm.

Highway Department:

Mr. Higham asked of obtaining new safety vests for the Highway Department; it was noted that Primex will not pay for these.

3.4 Sandown North Evacuation Drill

Mr. Berube received a call from Sandown North Elementary School earlier today regarding their use of the Multipurpose Room (MPR) as an evacuation site. Mr. Berube had informed Ms. Reishus of Recreation that a tentative evacuation drill date of November 15th was set. Prior drill exercises to date have shown to be somewhat unorganized; of greatest concern are buses which entered the wrong way & blocked the parking lot, as well as hundreds of unsupervised children moving about the premises.

Ms. Newnan departed the meeting at 2:56pm.

Mr. Berube and Mr. Amato suggested that all available members of the Committee be present on November 15th at midmorning to observe the operations and take notes so that an optimal procedure may be developed for the future. Eight or nine (8 or 9) buses carrying ~three hundred and fifty (350) children and seventy five (75) adults are expected.

3.5 Prime³ Program

Ms. Duffy explained that the Prime³ Program offered a discount* to the Town upon becoming certified; and certification must be obtained annually. Member Self-Assessment worksheets were provided attendees and each item was briefly discussed. According to the Prime³ Program handout, it is "designed to assist members in improving their risk management performance through the implementation of the Ten Risk Management Best Practices that are effective, attainable, and cost saving."

The Ten Risk Management Best Policies / Practices are: Loss Experience Benchmarks; Joint Loss Management Committee; Current Written Safety Program; Prompt Claims Reporting Procedures; Temporary Alternate Duty; Slip, Trip, and Fall Prevention Policy; Facility Inspections; Seat Belt Use Policy; Required Federal / State Workplace Postings; Harassment and Discrimination Policy. *Please see handout and worksheet attached.*

3.6 Committee Member Positions

It was agreed that Mr. Berube remain Acting Chair for the next meeting, which will be held earlier in the day, at which point new member positions may be determined.

IV. Adjournment

The next meeting of the Joint Loss Management Committee is scheduled for Wednesday, January 11th, 2017 at 10:00am in the Police Department Training Room.

Mr. Amato moved to adjourn the meeting; Mr. Bolduc seconded the motion. The vote was unanimous in the affirmative; so moved.

The meeting was adjourned at 3:12pm.

Respectfully Submitted,

Caroline R. Wilson

**originally recorded as 10% but believed to be 2.5% as of JLMC Meeting of 1.17.2016*