

JOINT LOSS MANAGEMENT COMMITTEE MEETING

December 8, 2022

9:00 am

Town Council Chambers

35 Main Street

I. Call to Order: 9:05

II. Attendance

Dana Pendergast (Code Enforcement), Donna Fitzpatrick (Human Resources), Ben Berthiaume (DPW), Shawn Dumont (DPW), Kim Blichmann (Tax Collector), Ian Tewksbury (Fire), Brian Roche (Hooksett PD), Francine Swafford (Hooksett PD), Derek Martel (Primex Insurance)

III. Approval of Minutes – August 11, 2022 – *Moved to next meeting*

IV. Inspections - Review Procedure

Dana: Ian has done his and I have the documents, I haven't gotten to mine yet.

Donna: Haven't yet.

Ben: Did ours, sent forms but will doublecheck and send to Bridgette.

Ian: The courthouse is taken care of too.

Dana: The lights are taken care of for here, propped open doors, keys.

Ian: Keys weren't checked last time because doors were open, but then a couple months ago they were closed, and we couldn't get in. Now we have the key.

Donna: Codes should be changed when an employee or board member leaves. An old director took somebody's budget book with all their notes after they were no longer working here once. How does Evelyn know when someone is leaving? It should be required to change them.

Francine: Police changes them ourselves.

Dana: That would be the goal to have a key card since it is most secure.

Ian: We made that switch 5-6 years ago. It was done by a vendor in town.

Donna: It may fall into ARPA funds, so maybe next year we can bring it up again.

Dana: It would definitely fall into Homeland Security Grant, but we would need to break down the cost specifics. Security needs to be improved. A card system would be much better since it's easy to remotely disable, add/delete users, etc.; this building should really be more secure.

Brian: Agreed, and for police and fire it would be very helpful. We just added some at the police station, Rick Belanger may know more information. We all have our own code, and hold up our ID to scan in.

Dana: When fire has to get in here, is there a box?

Ian: Yes, right out front there is a knox box with all keys. Police would need to call fire in order to get in.

Brian: That is an issue and would cause delays in an emergency. Fire is then now in a position of vulnerability. If there were key cards, there won't be a delay in response.

Dana: Police would need to have their own knox box. It should be looked into. But once you lose one of the keys, it is a huge issue.

Ian: I heard back for the cost of card access, it was about 37000 for our side. Mostly fire with a few PD doors included in that.

Dana: I got called a few weeks ago for a fire, but it was a Sunday so I couldn't get into the building to get into my office since I don't have an alarm code. It's all preset.

Kim: That's the problem, I do have an alarm code but when I came in outside of regular hours one time, I realized it didn't work and the alarm was set off. PD had to come and walk through the whole building to make sure, but there also isn't proof that I am an employee for them to verify.

Brian: That's happened before too.

Dana: People shouldn't have free range though either, there should be individual door access.

Ian: A keycode can be put on the fire doors. The easiest way is if there is an automatic closure on it, it should be closed at all times.

Kim: It would prevent residents from wandering as well, I've come across residents lost in the back staircase that is meant to be employee only.

Ian: It can be limited too and every door would be different and have different access levels.

Dana: It would also log what time and who is accessing it to make sure there was a need.

Donna: Another issue is since the custodian was out last night for example, we had to make sure someone remembered to lock the door.

Dana: And if something is going on downstairs, upstairs doesn't know what's going on, or vice versa.

Donna: I wonder if the library has codes.

Ian: Just keys.

Brian: And police can't get in, we do not have keys for almost all places.

Donna: 8 years ago we had someone come from insurance to do a security assessment, could someone do that again? We should have a professional look.

Derek: I'll look into it.

Dana: The windows are also a liability, in Council Chambers especially.

Donna: They have talked about flipping the setup of this room because of egress and access.

V. Workers Compensations Claims

Donna: These are since August 11 when we had the last meeting.

Francine: For the first one, the officer was trying to get someone out of the car and they were being combative and closed the officer's arm in the door.

Next, someone was on a call and ran over sergeant's foot. Nothing happened to his foot luckily.

Ian: In the future it needs to be made sure entire form is filled out, especially if pertinent to condition, such as the footwear for that case.

Donna: No corrective actions for either.

Ian: Next claim, this was during a training exercise. Everyone is taught to dress the hydrant and make sure water supply is established. Trying to do that with a sense of urgency, you only have a few minutes before water is run out. It was an incidental injury, I don't think time was lost. Their foot got caught moving back over the hydrant or hose and twisted their knee. Being aware of surroundings is corrective action. Every hydrant has a flag to be seen in the snow. This one was on a spring, so when they bent it down and straddled it to have their body weight keep it down. As they picked their leg up, it was twisted.

Next, left upper arm injury. Employee was performing an unconscious victim removal to drag them. Muscle strained in left upper arm. No way to prevent except for additional staffing to have 2 people instead of 1 to drag victim. No time was lost as I understand.

Ben: Is there training on victim removal?

Ian: Yes, especially for newer employees. I am assuming they only used one arm instead of two arms, but we do try to practice that. It was a mobile home so tight space.

Next, employee at same fire, he slipped and cut himself on hose coupling when taking out the hose. He could not wait for another employee to help him. Lights were being used so it wasn't dark, it was not icy but just a wet ground from rain. Hose weighs in excess of 100 pounds. They do wear safety gloves.

[Donna: Had to leave early but, email if there are any trainings you want included for next year. Left 9:43.]

VI. Other

Ben: What is deadline for inspections?

Dana: This month. Is sand and salt outside of buildings?

Ben: Not yet but it is being prepped and we have pallets.

Shawn: They've been heavy on the leaves but will get to it.

Dana: All town cars should have snow brushes too. Also, make sure everyone has Primex folder for accident information in the cars.

VII. Adjournment – Motion to adjourn by Ian at 9:50, seconded by Kim. Passed unanimously.

Minutes respectfully submitted by Bridgette Grotheer.