

JOINT LOSS MANAGEMENT COMMITTEE MEETING

April 20, 2023

9:00 am

Town Council Chambers

35 Main Street

- I. **Call to order - 9:05am**
- II. **Attendance**

Dana Pendergast (Code Enforcement), Donna Fitzpatrick (Human Resources), Kim Blichmann (Tax Collector), Ian Tewksbury (FIRE), Captain Nadeau (Fire), Chris McMurry (Fire).

- III. **Approval of Minutes – February 9, 2023**

Motion to approve Feb 9, 2023, Minutes as is by Donna, second by Chris. All in favor

- IV. **Inspections- Review Procedure**

Dana read into record an email from a town hall employee.

" It is my understanding that former Councilor Ross is in charge of our building security. Due to his repeated outbursts and apparent lack of stability, I believe it would be in the best interest of everyone in the building, to have that responsibility given to someone else."

Dana- We need to locate and count all the buttons here in the town hall and test them is the #1 thing to start.

Donna- Andre oversees the security, he needs to be the one to do this.

Dana- Ask about the safety center security and what company they use.

Captain Nadeau- We use Protech at the safety center, and we have the equipment to print the cards which would cut some cost if we used the same company for all the town.

Ian- How are you looking to get funding?

Dana- I have 3 places that I am starting, I presented to CIP last night, will be presenting to ARPA in May, and Homeland security grant.

Ian- showed his fob from Protech, discussed that all fire and police always have their badges on them.

Nadeau- Discussed how they know who and the times each person used their card at what door. And if they were let go or even on a day suspension that their card is deactivated immediately.

Dana- We have 2 quotes for ARPA \$180,000 is the Town Hall only and the High quote.

Dana- We are talking about cameras in the hallways and perimeter. We would need to add IP addresses (5) all wired card access wired verses wireless due to the Wifi strength in this Building.

Dana- Read into the Record the Letter from Police Chief Janet Bouchard in support of the heightened security measures. (Attached to end of minutes.)

Ian: Brought up the people who support the first amendment and can have access everywhere.

Kim- Gave an example of a person in the tax collector's office who spoke of the first amendment.

Donna- Ben signage for Employee only and Directional should be moved forward or up on the list. This includes the signage for the Town Hall.

Donna- We have a draft for all Volunteers regarding employee secure areas.

Ian- Would like the wording to change encouraged to Shall.

Donna- We will address any volunteer to protect our employees.

Ian- How often does the town charter get updated?

Donna- As often as needed – there is a subcommittee currently reviewing it.

Dana- Explained the employee and JLMC

Ian- I would like to send you to the union.

Kim- Had 2 separate 911 calls from her office and someone had to leave and hold the door open, if we are all in the same system the fire could enter directly to assist. Because the current secured door they don't have access to enter.

Donna- working with Primex/ Roth about an afterhours employee policy about entering buildings.

Dana- Explained access to public works after hours and a door broken and dropped.

Nadeau- Stated they already have policy in place. He Would be against a town wide policy. This wouldn't work for the safety center; we all stop in on our time off to work out and have coffee with our work brothers and sisters. I would like to be involved in the conversation.

Dana- Whether you work by yourself or not is still a problem.

Donna- We are updating the plan.

Donna- Kim and I haven't had a chance to do our inspections.

Dana- Recommends each department do their own inspections. Then Ian and I can review them, Faster and more efficient.

Donna – asked about the new inspection sheets.

Dana- I will have them completed and ready for our July inspections.

Ian- let's make sure all buildings are complete, such as the HYAA- hood vents and cleaning.

V. Workers Compensation Claims

Chris- Read the Fire Fighter Review – We concur JLMC- with the action taken.

Donna- Read the Highway Review – Has moved forward to light duty due to further problems with knee.

- This is the Second in recent with Hydraulic issue – Maybe outsource these types of jobs.
- Don't rush!
- The addition of a Tool cart/ creeper cart

Dana- Read the Recycle and Transfer Review – Recommend a tetanus shot if they didn't receive one.

- There is some missing information.
- Wording of an Ablution/cut

Donna- Read the Assessing Review

– Cord Management

- Don't rush!
- Employee walked back in to turn off computer, should she have clocked back in?
- Kim- stated that the employees have been spoken to about the time of clock in/out on exact times.
- Nadeau- Are we paying the employee for the time of the fall? And the time it took for her to again be able to safely leave the building?

Fire talked about adding an additional first aid kit to the gym area/ Should it be part of the rental fee/ or should they have to provide their own.

Safety Manual updates – Move forward in 2 yrs.

Dana- read in the safety Manual that JLMC is to review the Motor Vehicle accidents in our charge as JLMC. We have not done this so far, but moving forward we will need this information as well. To look for patterns if any for future training.

Donna- stated that they are reviewed through the finance department.

Dana – would like this information and how to go about acquiring the information from these events.

Nadeau- We could talk to primex about redacting the sheet we submit for us to review.

Dana-Will speak with department head regarding getting a redacted sheet for our next meeting and moving forward.

Next Meeting is June 8th.

Motion to Adjourn by Kim and seconded by Chris at 10:28am.

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Janet L. Bouchard
Chief of Police



15 Legends Drive
Hooksett, NH 03106
Telephone 603-624-1560
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Hooksett Police Department

April 6, 2023

Mr. Dana Pendergast
Town of Hooksett – Code Enforcement
35 Main Street
Hooksett, NH 03106

Dear Dana,

Please accept this letter as my support for increased security measures at the Town Hall located at 35 Main Street. I used the term "increased" loosely, as I feel there are nearly zero security measures currently in place. Although I have had concerns for the lack of security in the building for several years, my concerns were heightened when I spent an extended amount of time in the building, during the spring of 2019, when I acted as Town Administrator for 8 weeks. Topics of specific concern are the lack of cameras and lack of key card access to "employee only" areas. Housed in the building are not only public personal information, including motor vehicle and tax information, etc., but also employee personal information including home addresses and social security numbers. It is my personal and professional opinion that this matter is rectified in a timely manner, not only to ensure the safety of the employees that work in the building, but also to safeguard the security of the building and its contents.

Sincerely,


Janet Bouchard
Chief of Police