

DRAFT

Town of Sandown, NH Joint Loss Management Committee

Meeting Date: Wednesday, June 25, 2014

Type of Meeting: Regularly Scheduled

Method of Notification: Public Posting ~ Town Hall, Post Office and website

Meeting Location: Sandown Town Hall

Present: Chairman Joseph Gordon, Ronald DuLong, Mike Devine, Paula Gulla, Kirsten Rundquist Corbett

Absent: Selectman Liaison Jim Devine

Chair, Joe Gordon opened the meeting at 9:15 am

Approval of Minutes

Motion by Ron DuLong to approve the 4/9/14 minutes as written.

Second by Joe Gordon.

MOTION PASSED with ayes from Joe Gordon, Ron DuLong, Mike Devine and Paula Gulla and abstentions from Michelle Short and Kirsten Corbett.

New Business

Self –Inspection Surveys for 2014

A new version of a self-inspection checklist provided by the Department of Labor was reviewed by the committee members. The checklist was a more general building checklist and may be more appropriate for the Town Hall, Recreation building, Library, Police Station, Train Depot Museum, and Meetinghouse. A discussion began regarding the relevance of this new checklist and a comparison to the current checklist. The current checklist included sections that may be more pertinent to the Highway Department, Transfer Station and Fire Department. The new version will have one section added to the supply/equipment/storage/custodian/closets section to deal with the basic machinery (floor buffers, vacuums, etc.) that may be present in those building. Since paperwork was already processed for this year using the current self-inspection checklist, consensus was to implement the new checklist for the buildings as mentioned above beginning in 2015. The committee will have one final review of both checklists later in the year. Mike Devine will pay specific attention to what is needed on the checklists for the Fire Department, Highway and Transfer Station.

It was mentioned that town areas such as the town beach and town forest may need a site visit by the committee to inspect any structures, sheds and outdoor furniture such as picnic tables to be sure they are in working order and sound. Also it was mentioned that the department or commission that oversees those areas could be asked to do periodic walkthroughs for the same purpose.

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Discussion regarding any site visits for 2014

After a brief discussion, the committee decided to visit the Recreation building in September of this year.

Review of Workplace Injuries to date for 2014

The committee reviewed the number of workers compensation injury claims to date. After reviewing the data, the committee felt there were no repetitive claims or any claims that could have been prevented and therefore, the committee will not make any recommendations in this area.

Discussion of Safety Policy Update

The committee discussed the need to review and update the current safety policy. Michelle will forward copies of other towns' policies for the members to review. A new policy will be decided at the September meeting and implemented when possible.

Old Business

Training dates

Fire Extinguisher Training

Mike will check with Chief Tapley about holding a morning and afternoon training session on Tuesday, September 16th. The times will be determined and departments will be notified and asked to attend.

Fire Safety and Evacuation Training

The committee members talked about the need to have an off-site meeting place for all employees should an emergency arise in the building forcing employees and patrons to evacuate. Ron suggested that we add the meeting place to each of the emergency evacuation plans that are posted in each town building. Also, a notation of the designated meeting place will be added to the town hall rental policy to inform renters should a fire occur during a private event.

Fire safety and evacuation training will be performed by the Fire Department at each town building with those employees. The date and time will be determined and department heads will be notified.

Policy on Panic Buttons

Chief Gordon presented a draft policy on the use of panic buttons which the committee agreed to put forward to each department where panic buttons are available. Chief Gordon will test the panic buttons with individual departments during the month of July.

Fire Chief and Building Inspector explanation regarding Library discrepancies noted in safety survey

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100 A discrepancy arose regarding the interior lower level doors and the egress doors at the library.
101 Differing opinions on the door swing were offered by both LGC and Primex so in an effort to
102 resolve the matter, the Fire Chief and Building Inspector were asked to review the situation and
103 offer an opinion. A memo was presented to Kirsten from the Building Inspector acknowledging
104 the situation but stating that in his opinion, there was no need to change any of the swing
105 directions of any of the doors. The area is tight and in close proximity and it was noted that any
106 change would not alleviate any problem that may exist. Verbally the Fire Chief passed along the
107 same view to the building inspector. The committee agreed this should resolve the discrepancy
108 and no further action will be taken on this item.

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110 **Status of wireless fire alarm purchases for the Town Hall**

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112 Ron explained that 15 units were purchased for the Town Hall and currently 6 have been
113 installed. He will continue to install 1-2 units per week until all 15 have been installed. Then a
114 test will be performed on each unit to see if it will interface with the other units.

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116 **Correspondence**

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118 The committee reviewed correspondence from Health Trust which allows members to apply for
119 a \$500 allowance to create and maintain a workplace wellness program. Michelle agreed to
120 investigate this and apply if the town is eligible.

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122 The committee will meet again in September.

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124 Meeting adjourned at 10:32am

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126 Respectfully submitted,

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129 Paula M. Gulla

130 Recording Secretary