

**TOWN OF DUNBARTON
JOINT LOSS MANAGEMENT COMMITTEE
MINUTES OF MEETING
September 22, 2009**

Meeting called to order at 10:00am at the Dunbarton Town Office

Roll call as follows:

**Members Present: Patrick (Woody) Bowne, Committee Chairman
And Transfer Station Supervisor
Line Comeau, Town Administrator
Alan Sheldon, Highway department
Nancy Lang, Librarian
Kyle Parker, Building Inspector/Health Officer
Barbara McCann, Secretary Building/Planning/Zoning
Jon Wiggin, Fire Chief
Christopher Connelly, Police Chief
Charles Graybill, Selectman**

Motion to accept minutes of December 12, 2006 as written was made by Chuck Graybill and seconded by Jon Wiggin. Motion passed.

Committee Chairman, Patrick (Woody) Bowne brought up the request to appoint a secretary to the committee.

Fire Chief Jon Wiggin made a motion to appoint Line Comeau as secretary. Chuck Graybill seconded the motion. The motion passed.

Follow up on old business:

- **Fire Chief, Jon Wiggin stated all inspections of the December 12, 2006 Joint Loss meeting were addressed and complied with.**

Town office furnace

- **Town Administrator, Line Comeau stated furnace replacement for the Town Office took place in August of 2007.**

Fire & Police Traffic Safety equipment

- **Fire Chief, Jon Wiggin stated Fire safety equipment is constantly being purchased to comply with current standards one of which is roadside signage. These signs are set up along the roadway during**

every emergency call to ensure safety of the emergency crew responding.

- **Police Chief, Chris Connelly stated compliant vest & parkers have recently been replaced in the Police Department.**

Fire extinguisher testing and placement

- **Fire Chief, Jon Wiggin stated all fire extinguishers are located in compliant. He had recommended adding an extinguisher at the Highway salt shed incase of a car fire. Extinguisher testing is scheduled for the yearly inspection in November.**
- **Highway laborer, Alan Sheldon stated they did add the fire extinguisher in the location of the salt shed as recommend by the Fire Chief.**

Carbon monoxide purchases and placement

- **Committee Chairman, Patrick (Woody) Bowne asked about the purchase and placement of the Carbon monoxide detectors.**
- **Building/Health Officer, Kyle Parker stated as the building maintenance person he had purchased 3 for the Town Office 1 for the Transfer Station and 1 for the Library. They are universal plug-in models with battery back up and are all currently in place.**
- **Town Administrator, Line Comeau ask how many were installed in the Safety Complex?**
- **Both Fire Chief Jon Wiggin and Police Chief Chris Connelly stated none were installed because of the frequent start up of emergency vehicles.**
- **Town Administrator, Line Comeau asked what was the process for removing the buildup of carbon monoxide from the building when this occurs?**
- **Police Chief, Chris Connelly stated they usually open up all the windows for a length of time until the air clears up.**
- **Selectman, Charles Graybill asked to make a note to address this problem in the 5-year plan by adding industrial ventilation at the Fire and Police Station.**

Recent Claims:

Committee Chairman, Patrick (Woody) Bowne researched past claims and reported 2007 had a total of 5 claims none of which resulted in cost to Town or missed work. 2008 year reported 6 claims in total. They included 3-slips 1-nail 1-scratch and 1-cut (the cut required some medical attention and return to work with light duty for 1 week). Year to date for 2009 there have been no claims.

Selectman, Charles Graybill asked where the occurrences were happening?

Committee Chairman, Patrick (Woody) Bowne stated a few at the Transfer Station others at the Safety Complex.

Selectman, Charles Graybill questioned what were the preventative measures in place to prevent future injuries?

Committee Chairman, Patrick (Woody) Bowne stated he has meetings with the attendants to review safety measures.

Selectman, Charles Graybill stated he should make it a mandatory quarterly meeting.

Dunbarton Librarian, Nancy Lang stated there have not been any claims at the Library.

Town Administrator, Line Comeau stated there have not been any claims at the Town Office.

Inspection of the Town Office Building:

It was decided at this time to conduct an inspection of the Town Office Building.

New business:

Fire Chief, Jon Wiggin led the inspection of the Town Office Building.

Fire Chief, Jon stated a few of the exit doors were sticking and would require some attention to correct it. He also mentioned the basement doorway and the door leading out to the cemetery also required adjustments.

Jon inspected the light fixtures and stated they all appeared safe and functional. In testing the emergency exit lighting noticed a few battery backup were not working and recommended replacing all batteries to eliminate confusion between each unit. The battery operated smoke detector unit in the basement stairwell also needs to have the battery the replaced.

Building Inspector, Kyle Parker stated he would replace all batteries in the Town Buildings as the Building Maintenance person.

Police Chief, Chris Connelly conducted an emergency panic test and reported it passed.

Fire Chief, Jon Wiggin noted that extinguishers in all the Town buildings are inspected annually. This inspection is scheduled for November.

Fire Chief, Jon Wiggin, noted one floor grate needed to be fitted and replaced and a second floor grate was missing a screw, which was causing it to curl up which could become a tripping hazard.

Fire Chief, Jon Wiggin recommended disposing of the rug remnant at the emergency door; for it will only cause a trip hazard.

The electrical panel was inspected and working properly.

Fire Chief, Jon Wiggin also noted the portable light fixture cord in the lobby would need to be straighten out or completely removed.

Fire Chief, Jon Wiggin noted the antiquated use of extension cords in the Assessing office and recommends hiring the electrician to install an additional plug outlet adequate enough to support all of the electrical appliances.

Exterior building inspection

Committee Chairman, Patrick (Woody) Bownes pointed out many trip hazards in the dirt along the walkways into the building.

Selectman, Chuck Graybill recommended we communicate with the highway department to get some loam and stone dropped off to fill in areas that are trip hazards and have Mike Underwood spread and seed these areas.

Fire Chief, Jon Wiggin recommended removing a metal grade stake and replacing it with a low concrete marker to help grounds keeper identify the septic pipe.

Building Inspection completed the committee members returned for further discussion.

Police Chief, Chris Connelly noted from previous minutes the discussion of a Police firing range. It was decided the Ray Road location was the best site location for a firing range but would like to have the Town build up a higher berm on the left side entrance for added protection.

Fire Chief, Jon Wiggin reminded everyone of the extra precaution we as Town employees should be practicing regarding the H1N1 virus.

Committee Chairman, Patrick (Woody) Bowne stated he has posters and flyers to educate to the public.

Police Chief, Chris Connelly stated it's a wait and see situation, which he hopes, doesn't develop but adding additional mask and hand sanitizers would help prevent spread of the virus. He recommended having additional hand sanitizing dispensers for the public to use.

Secretary, Barbara McCann stated she out of her own personal funds had purchased flu preventative bags which included hand sanitizer, tissues and vitamin lozenges for each office.

Fire Chief, Jon Wiggin stated even though there was a shortage of H1N1 flu shots we should take preventatives and get the regular flu shot. He spoke with the Dunbarton Elementary principal and was informed of a flu clinic sponsored by the LGC, which would be held at the school.

Dunbarton Librarian, Nancy Lang stated a flu clinic was scheduled for November 2nd and we could contact Patti Shearin for more information.

Fire Chief, Jon Wiggin stated all fire department volunteers were all trained on how to treat flu like symptoms. Jon also stated incubation period varies with each case. Wearing masks if there be an outbreak could be a preventative measure.

The Library, Fire department, and Building/Health department have updated their web pages with links to prevention.

Next Committee Meeting:

The Committee decided to have the next meeting of the Joint Loss Management Committee on Tuesday, April 6, 2010, at 9:00 am at the Safety Complex with inspection of the building to follow.

Committee Chairman, Patrick Bowne made the motion to adjourn, Selectman, Charles Graybill seconded motion and all were in favor.

Adjourned at 10:55am.

**Line Comeau
Town Administrator and Secretary
Joint Loss Management Committee**

**Joint Loss Management Committee
Recommendations**

Committee: Joint Loss Committee Meeting date: 9/22/09 Date: 09/23/09

Recommendation Number: 92209

Committee Recommendation:

- Selectman recommended we add to the 5-year plan improvements to the Safety Building; industrial ventilation for removal of carbon monoxide.
- Selectman recommended mandatory quarterly safety meetings at the Transfer Station.
- Replace batteries in all emergency exit signs yearly.
- Replace & secure floor grates to prevent tripping hazard.
- Add electrical outlets to accommodate all electrical equipment eliminating wires across walking areas.
- Dispose of remnant rug at exit door.
- Exterior of building has many trip hazards near walkway, recommend filling with stone and loam.

EMPLOYER RESPONSES

- Memo will be sent to the CIP committee to request the 5-year plan of improvements to the Safety Building.
- Transfer Station Supervisor will conduct quarterly safety meetings for attendants.
- Building Inspector/Maintenance individual will conduct inspections of all emergency exits throughout Town buildings and replace all batteries.
- Building Inspector/Maintenance individual will replace damaged floor grate and secure loose grate.
- Town Administrator will contact the Town contracted electrician to install addition electrical outlets to support all electrical appliances.
- Highway laborer will communicate to the Road Agent the need for material to be dropped off at the Town office.

Employer Representative: _____ Date: _____

Return responses to Committee Chair.

Use additional sheets as needed.

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MUNICIPALITY INSPECTION FORM

Name of facility: Town Of Dunbarton

Date: September 22, 2009

Instructions: Answer all questions by placing an (X) in the appropriate column. For all "No" and "N/A" answer, provide additional information and recommendations in the spaces provided.
 NOTE: The questions on the form are meant to be a guide only. Do not hesitate to list other hazards or problems you identify in the space provided on the back of the form.

	Yes	No	N/A	Comments
A. ENTRANCES				
1. Outside walks in good condition?	X			
2. Curb edges distinct?	X			
3. Glass side panels marked to distinguish them from glass doors?			X	
4. Weather protection (mats, etc.) adequate and in good condition?	X			Remove & dispose of one rug remnant
B. FLOORS				
1. Surfaces dry and free of foreign objects?	X			
2. No uneven or inherently slippery areas?	X			
3. Elevation differences and steps identified (contrasting colors, signs, lights, etc.)?			X	
4. Carpeting unfrayed, and metal strips smooth and secure?		X		Secure metal floor grates
5. Drain and other floor holes covered?	X			
6. Drains kept free of debris?	X			
C. STAIRS				
1. Treads firm, level, not worn or slippery, clean?			X	
2. Rails firm, accessible, both sides?			X	
3. Lighting adequate, no glare or shadows?	X			
D. PERSONAL PROTECTIVE EQUIPMENT				
1. Supply adequate?	X			
2. In good condition?	X			
3. Is being used?	X			

	Yes	No	N/A	Comments
E. VEHICLE SERVICE AREA				
1. Tire mounting cage available and used?			X	
2. Fuel pumps guarded against collision?			X	
3. Exhaust ventilation adequate?			X	
F. TOOLS & EQUIPMENT				
1. Electric hand tools properly grounded?			X	
2. Shop equipment grounded and guarded?			X	
3. Hand Tools in good condition (handles; heads)?			X	
4. Ladders in good condition (rungs, safety feet)?			X	
5. Bench grinder eye shields and tool rests in place?			X	
G. GENERAL				
1. Fire extinguishers: appropriate type; proper number?	X			
2. Welding separated from flammables; ventilated?			X	
3. Flammables stored in proper containers?			X	
4. Greasy, oily rags disposed of in covered metal containers?			X	
5. No Smoking signs posted where necessary?		X		Will purchase&post no smoking signs
6. Compressed gas cylinders stored properly and secured?			X	
7. Lighting adequate?			X	
H. VEHICLES				
1. Seat belt policy?			X	
2. Pursuit/road block policy?			X	
3. Maintenance policy?			X	
I. COMMUNICABLE DISEASE				
1. Policy?	X			
2. Vaccinations?	X			
3. Protective equipment?	X			
J. EMERGENCIES				
1. Plan?	X			
2. Communication?	X			
3. Phone numbers posted?	X			