

TOWN OF WEBSTER
Joint Loss Management Committee
945 Battle Street/Rte. 127
Webster, NH 03303
Tel. (603) 648-2272

The Joint Loss Management Committee – April 27, 2011

7:00 PM. Members Present: Police Chief Robert Dupuis, Fire Chief Colin Colby and Judith Jones. Member Marjorie Blanchette was absent.

The meeting was brought to order. Election of officers were as follows:

Chief Colby nominated Mrs. Blanchette as Chairman; seconded by Chief Dupuis and approved.

Chief Dupuis nominated Mrs. Jones as Secretary; seconded by Chief Colby and approved.

The minutes of October 27, 2010 were not accepted as there was no one present tonight that was at that meeting.

Mrs. Jones advised Chief Dupuis that the outside light on the right hand side on the front of the Safety Building was not lit. He will check the outdoor lighting at the Safety Building.

The Committee checked all emergency lighting and emergency exit lights at the Town Hall and all were functioning properly.

On the outside of the building the following deficiencies were noted:

- The outside main entrance door of the Library is rusted and should be replaced;
- Need to touch up the tar deteriorated by the steps leading up to the Library;
- The corner stones by the handicap ramp have an indentation that needs to be corrected;
- One board on the back to the steps leading to the main entrance door to the hall is showing signs of deterioration; and
- There is a hole in the soffit on the back side of the hall that should be repaired.

Chief Dupuis advised of an accident with the cruiser whereby an Officer backed into the cruiser with his personal vehicle, causing about \$2,600 in damages. The officer's insurance will be covering the cost of the repairs. There were no suggestions as to how this could have been prevented.

Chief Dupuis recommended that alarm key pads with motion detectors that are wireless be installed in the six rooms occupied by office staff and housing sensitive Town information. He will look into the pricing of these units and report back.

Mrs. Jones provided copies to Chief Dupuis and Chief Colby of the e-mail from Ron O'Keefe, Health and Safety Advisor with the Local Government Center, regarding the Stevens Car Control Program.

Mrs. Jones discussed the proposed "Temporary Alternative Duty Policy" prepared by the office staff. Mr. O'Keefe had sent an e-mail advising that it was a core requirement for the Total Risk Management discount received by the Town. This Committee recommends that the Board of Selectmen adopt this as a separate policy for now and incorporate it into the Personnel Policy during the next revision of that policy.

The next meeting of the Committee is scheduled for June 13, 2011 at 6:00 PM at the Town Hall. Mrs. Jones advised that the "Safety Summary Form" is due by the end of this year. This form can be submitted prior to the end of the year. Therefore, copies of the last one submitted will be provided to the Committee Members for their review and input.

The following meetings were scheduled for the remainder of the year: September 19, 2011 and November 14, 2011.

7:50 P.M. Chief Dupuis made a motion to adjourn the meeting; seconded by Chief Colby and approved. meeting was adjourned.

Respectfully submitted,

Judith Jones, Secretary