

The Fremont Safety Committee met at 3:00 pm on Thursday March 14, 2013 in the basement meeting room at the Fremont Town Hall. Present were Building Inspector Bob Meade; Town Administrator (FF/EMT-I) Heidi Carlson; Interim Police Chief H D Wood IV; and Planning and Zoning Administrator Meredith Bolduc.

Copies of the meeting minutes of November 13, 2012 had been previously distributed and are available on line on the Selectmen's page of the Town website. No changes were made to the minutes and they were accepted.

Updates from the last meeting were provided as follows:

1. Fire extinguisher inspections at all Town Buildings were completed in November/December 2012. These are on an annual schedule.
2. Fire alarm system testing for the Town Hall and Library is being investigated. Three quotes have been received (only one in writing).
3. Additional First Aid Kits were purchased for and placed in Town Buildings.
4. The desk at the Highway Shed was moved away from the electric panel.
5. A chemical storage and fuel storage cabinet have been purchased and installed at the Parks & Recreation Maintenance building.
6. Selectmen have completed a review and re-approval of the Safety Program, including several specific policies related to employee safety and equipment. Copies have been distributed to all Departments and employees. (An updated copy was mailed to the Department of Labor with the response to deficiency items from their November inspection letter.)

Departments have all been asked to report on scheduled training and implementation of Updated Safety Program. Wood stated that the Police Department's next training is scheduled for March 27, 2013 at 1800 hours, and he will do an overview at that time. Rosters of these training sessions need to be submitted to the Safety Committee for retention.

Other Action Items:

1. Shrubs have been cut back from the front of Town Hall, more work needs to be done in the Spring with regard to stumping and drainage.
2. Bob Meade will tape off the three foot setback around all electric meters this spring. Yellow duct tape has been purchased for this purpose.
3. Work needs to be done to fix the Library entry (with cold patch or chipping at the curbing).
4. Jeanne Nygren has again updated labor law postings for compliance in all Town Buildings.

Items for review and discussion:

1. With the Highway representative not in attendance, it was unclear if the additional fire extinguisher been acquired, and is in place at the Highway Shed. This remains an open item.
2. There was discussion about portable generators which had been in an improper location near the electric panel at the Safety Complex. It is unclear if the units are currently being stored in an appropriate location, and Chief Butler will need to report on this.

Exposures / Injuries Reviewed:

1. A possible exposure (bloodborne pathogen) - denied by Primex. This led to lengthy discussion about the NH Statute covering exposures, and what type of exposures are covered. Wood discussed the incident and his experiences in the town of Brentwood regarding similar events. Brentwood had just recently had the Bloodborne Pathogen Training offered by Primex, and it was decided this should be set up for Fire/Rescue and Police in Fremont as well. Wood said he was also talking with legislators about the statute and potential changes to cover employees on more exposures for better worker safety.
2. A knee injury which was not due to lack of safety equipment.

Other items:

1. Heidi Carlson reported that the Town had a hearing with the NH Department of Labor on Wednesday December 12, 2012 with the NH Department of Labor and outlined all of the items the Town had immediately completed in response to the violation notice regarding paddles and traffic control. All of the Police department and majority of the Fire Rescue members; and Heidi Carlson, Leon Holmes Jr, and Richard Rand, have all completed the Flagger Certification Course. Holmes Jr and Rand took it in Auburn on 10/16/2012; and all of the remaining staff took it in Fremont on 11/19/2012.
2. NH Department of Labor inspection was completed on Monday 11/19/2012 with a several page finding of items to be rectified. A copy of that letter was provided to all Department Heads. As of the date of this meeting all items have been corrected except for the load rating on the chain fall, ladder securing brackets; and one clamshell cover is still on backorder from Maine Oxy for the oxygen tanks at the Safety Complex. The Fire Rescue Department is handling all three outstanding items. Chief Butler is waiting for additional vendor information on the chain fall, and Department members are working on the best method to secure the ladders.
3. Members reviewed Carlson's response letter to NH Department of Labor dated 03/14/2013 for final compliance items on the building inspections. The last oxygen tank cap was dropped off at the Fremont Safety Complex this afternoon (had previously been backordered). The Fire Chief reported earlier in the day that he has contacted the crane and hoist company again regarding a visit to the building to rate the beam that holds the Department's chain fall; and that members of the Department continue to work on the best, safe, ladder securing system. Meade offered to assist with the ladder work, and will contact Chief Butler and Deputy Chief Nichols to offer assistance.

All items were to have been complete by April 1, 2013. Carlson is sending the letter out tomorrow.

Any other business

1. Wood reported that the Police Department's eye wash is being monitored/tested at least monthly and logged. The Fire Rescue Department eye was is being similarly monitored and logged.
2. There was discussion about a routine semi-annual inspections for buildings. Wood asked for a copy of the checklist, which will be provided.

The next meeting was not scheduled. It will be held sometime in the second calendar quarter, with a date to be announced as soon as members can be polled again.

The meeting adjourned at 4:10 pm.

Respectfully submitted,

Heidi Carlson
Town Administrator

Copies: Distributed to all attendees
Highway
Fire Rescue
Police
Library
Parks & Recreation
Buildings & Grounds