

## **SAFETY COMMITTEE**

**MARCH 7, 2017**

## **FIRE DEPARTMENT**

**7:00 P.M.**

Selectmen present: Don Hill, Leigh Callaway and Tamara Butcher.

Others: Tim Hayes, Kevin Roberts, Lawrence Mester, Pete Lacaillade, and Janet Roberts

Don called the 2017 first quarterly meeting of the Safety Committee to order at 7:00 p.m. He noted at a minimum, a safety committee meeting must be held quarterly. He recommends planning a meeting during the mid-month of the quarter in case of scheduling conflicts or meeting adjustments.

Updates since last meeting:

Don noted the “boots on the ground” review of Emergency 911 numbering has been finished. After Town Meeting, non-compliance will be addressed, residents notified, and steps taken to correct problems. Mapping and updating the State database will also be part of the process.

Town Building Inspections have not been done. Don noted the changes at the Town Office with the Protectworth Meeting Room and the egress between the meeting room and the town office. He suggested the fire department begin with an inspection there to familiarize the department on the layout. Emergency lighting and signage needs to be evaluated. The Royal Arch Meeting Room (downstairs meeting space) should be evaluated for occupancy as well. The room is used when there is more than one meeting happening, and for movie night.

Fire Extinguishers for the buildings and vehicles were all inspected by Hampshire Fire on February 21. Hampshire Fire added and replaced extinguishers as necessary.

Hazardous Material handling needs to be reviewed at the Highway Department. MSDS safety sheets should be available for all materials in the department.

Don noted, Keith Cutting, Emergency Management Director, recommended the EOC be evaluated to be ready for activation. Leigh reported all the EOC computers have been recently updated. Enhanced wireless internet access is available in the EOC which is the Protectworth Meeting Room in the Town Office.

The Safety Lighting needs to be evaluated at the fire-highway garage and other town buildings. Capital Alarm will be contacted.

Don asked if the fire department had an update relative to the fuel depot on Grafton. Pete Lacaillade reported Simple Energy, the company building the fuel depot, has met with the department regarding turn-out and apparatus information. The depot is in Grafton, so it is Grafton’s jurisdiction. Springfield is likely to be first responders due to the proximity of the site. Simple Energy has indicated they would like to do training with the fire department. Propane is

the only fuel at the site at this time. Concern regarding the proximity of the site to the watershed of McDaniel's March was discussed.

Don reported on correspondence from the NH Department of Homeland Security regarding proposals to deliver an LTE network in 700 MHZ Band specifically designed for public safety, and is being purposely built for police, fire, and emergency responders. Departments may be receiving calls for the site planning process.

Don asked everyone to comment on what they would like addressed at upcoming meetings:

- Review of Emergency Operations and Hazard Mitigation Plans. Should be due for updating soon.
- Review Emergency Radio in the Protectworth Room – EOC command center.
- Complete administrative work on 911 numbering issues, and update mapping and call information.
- Review Material Safety Data Sheet compliance and training on materials handling.
- Safety training among different departments
- Update CPR/First Aid
- Purchase flammable materials cabinet for fire department.
- Remove and dispose of outdated safety equipment upstairs at fire station.
- Clean out storage room at town office. Remove cleaning supplies.
- Review and update Safety Policy.

The next meeting of the Safety Committee will be held on Tuesday, May 16<sup>th</sup> at noon at the fire station, with lunch provided.

Election of Safety Committee Officers will take place at that meeting.

Meeting adjourned at 8:10 p.m.

Submitted by,

Janet Roberts