

## MINUTES OF THE SAFETY COMMITTEE AUG. 15, 2019 (REVISED AUG. 20, 2019)

Present: Brad Nash (Chair), Greg Given (Recycling), Justin Sanctuary (Police), William Crawford (North Walpole Fire), Keith Hebert (Highway)

Absent: Chris Burchstead (Library), Sandra Smith (Town Clerk, Tax Collector)

### Next Meeting Date

- Thursday, November 7<sup>th</sup> at 2pm, to be held at Walpole Recycling Center.

### Review of Injury Reports

- ~~No reported injuries from any department for the quarter.~~
- **Revised/Correction:** There were 2 reported employee injuries this quarter. There was no discussion on the injuries at the time of the meeting. All the forms have been submitted, and the binder will be given to William Crawford for review and discussion. This was brought to the attention of the safety committee after the meeting. The report will be made at the next safety committee meeting.

### Old Business

- The minutes from May's safety committee meeting were read and reviewed. Members discussed the walk through of the Walpole Town Hall, and remedies and corrections that have been made. Remedies will continue. The Hands Free CPR was held at the Walpole Recycling Center on May 25<sup>th</sup>.
- Members of the safety committee walked through the North Walpole fire station, North Walpole Library, North Walpole Water Building, and the Walpole PD to inspect for safety violations. Deficiencies found were:
  - North Walpole fire station: Stove exhaust fan wires in the kitchen exposed  
Not An Exit signs needed on some doors  
No emergency lights present  
1 LED bulb in the bay warped  
Bay heater missing a cover  
Open wiring holes in ceiling in bay
  - Walpole PD: Front porch outside light missing cover  
**Revised/Correction:** Reported no working smoke or fire detection system present in the PD.
  - North Walpole Water Dept: Back door unlocked
  - North Walpole Library: ~~No safety violations~~  
**Revised/Correction:** A dead bolt lock was installed on the library door.
- Walpole Fire is still working on setting up a fire extinguisher training for Walpole Town employees for this fall. More info to come later.
- Members discussed the last meetings Next Actions.

**New Business**

- Sandra Smith will no longer be attending the safety committee. Brad Nash will continue representing the Town of Walpole.
- William Crawford (North Walpole Fire) volunteered to chair the next 2 safety committee meetings. In the event of an unforeseen emergency call, should Chief Crawford be absent, an alternate will fill in for that meeting.
- A walk through of the Walpole Recycling Center will be done on the next safety meeting.

**Next Actions**

- Chief Crawford will address safety issues with the Village Commissioners at the next Village Commissioners Meeting Tuesday Aug. 20<sup>th</sup> 2019, and implement a corrective action plan to remedy and correct noted deficiencies in the fire station.
- Walpole PD to work on getting the light fixture cover replaced.
- The safety committee will continue to identify safety violations or concerns in all town departments.

**Next Actions Revised/Correction:**

- Chief Crawford has addressed the safety issues found in the Village Buildings with the Village Commissioners. A corrective action plan has been formed for all deficiencies in the public building. The Commissioners motioned and approved Chief Crawford to correct the wiring holes in the bay ceiling, the warped light bulb, the cover for the bay heater, the "Not An Exit" signs on non exit doors, and the exposed wiring in the station kitchen. The Commissioners will be talking to a reputable electrician to look into the installation of emergency lights where needed. The Commissioners also approved Chief Crawford to take the bolt of the dead bolt at the library out. Investigation into finding a key for the existing crash bar will be done for library personnel safety in the event of a shelter in place emergency.
- Chief Crawford will conduct a building fire safety inspection at the PD, reference to the smoke detection. While detectors were present in the building, it is not confirmed the system works. This will be verified, and reported on immediately.