

**TOWN OF PEMBROKE
JOINT LOSS MANAGEMENT COMMITTEE MEETING
PEMBROKE PUBLIC LIBRARY**

Tuesday, May 4, 2010

CALL TO ORDER at 1407 hours by Chairman Eric Alley

Members Present: James Boisvert, Public Works Director; Chief Scott Lane, Police Department; Eric Alley, Public Works Labor; Everett Hodge, Code Enforcement Officer; Mary Ann Ricciotti, Police Department Labor; Wynette DeGroot, Local Government Center Representative; David Jodoin, Town Administrator; and Chief Harold Paulsen, Fire Department.

Members absent: Water Works, Sewer Department

APPROVE MINUTES

- Minutes of the March 2, 2010 JLMC Meeting reviewed by members.
Motion by Scott Lane to accept minutes and Second by David Jodoin.

OLD BUSINESS

- Library, Department of Public Works and Perry Eaton Building Assessments
-See attached Follow Up Inspections report by Everett Hodge,
Code Enforcement Officer
- Training
Discussion on Emergency Responder Traffic Control Training - Police Details
Waiting on updates on information from DOT and Dept of Labor
- JLMC Employee Labor Representative position opening
Public Works Director to post request at Dept of Public Works

NEW BUSINESS

- Property Liability Reported
-Fire Department Vehicle Incident
-Town Hall, roof
- Police Department reported training completed –
Police – Officer Cunha completed SWAT 1 & 2; Det. Sergeant Shea completed
Roger Williams First Line Supervisor Command Training, All Officers successfully
completed TASER Training.
Public Works reported training completed – Flagman, Solid Waste Certifications

OTHER

No discussion

NEXT MEETING

Scheduled for Tuesday, July 13, 2010 @ 2:00 PM. Location – Pembroke Safety Center.

ADJOURNMENT

Motion to Adjourn @ 1500 by Mary Ann Ricciotti, Second by James Boisvert.

Minutes Recorded & Prepared By:

Mary Ann Ricciotti, JLMC Secretary

Attachment: Follow Up Inspections
Everett Hodge 04/28/2010



TOWN OF PEMBROKE

Town Hall -- 311 Pembroke Street, Pembroke, New Hampshire 03275 Tel: 603-485-4747

April 28, 2010

Town of Pembroke
311 Pembroke St.
Pembroke, NH 03275

Re: Follow up inspections

Highway Garage April 22, 2010

The following deficiencies were found:

1. Floor has not been marked in front of the electrical panels in the old garage. Items were stored in front of the electrical panels.
2. There were 3 empty plastic gas containers in the old garage without caps

4 Union Street 2nd floor April 1, 2010

The following deficiencies must be corrected before the 2nd floor can be occupied:

1. Repair roof leak
2. Install 2 emergency lights, one in the hallway and one to illuminate the stairway
3. The occupant load for the second floor not to exceed 29 per 2009 IBC table 1021.2
4. Occupant load to be posted per IBC 1004.3
5. Bathroom door labeled **NOT AN EXIT**
6. Emergency egress routes posted in each occupied room

Pembroke Library April 27, 2010

The following deficiencies were found:

1. Some outlets were missing safety covers
2. Empty boxes are being stored for book sale
3. Extension cords are still being used in the kitchen area for the toaster oven and coffee pot
4. Mark floor in front of electrical panel in mechanical room #118
5. Roof leak in mechanical room #118
6. Light shade hanging in storage room #112
7. Storage in hallway to Pine Grove room

The other deficiencies noted in the November 3rd inspection have been corrected.

Everett Hodge