

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday February 19, 2014 9:30AM**  
Department of Corrections  
825 Marlboro Road, Keene, NH

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**PRESENT:** Commissioners Pratt, Rogers, and Zerba.

**STAFF:** Finance Director Trombly, Safety Officer Fortner, and Assistant County Administrator (ACA) Bouchard.

**At 09:30AM** – Commissioner Pratt opened the meeting and recognized ACA Bouchard for the purpose of receiving the weekly County operational and issues update.

Bouchard reported that the installation of the snow fence on the old Courthouse roof will begin on Monday the 21<sup>st</sup>. If the weather cooperates the work should be completed by the end of the week.

Bouchard then reported that IT had found a candidate for the IT Specialist position and wished to make a request for the disposal of some unneeded and obsolete equipment. (The discussion of both issues appear in a later section of these minutes).

The County Safety Officer, Pam Fortner, was then recognized and provided the Commissioners with the following report.

**First Quarterly Safety Report**

Listed below is a summary of the current and on-going projects and normal activities within the Safety department.

Normal Activities:

Keeps the disaster plan and safety policies updated and current following life safety codes and the incident command system. Keeps COOP (continuity of operations) plans and all material related to preparedness current. Updated the “Violence in the Workplace” policy following 2 disaster drills at MNH, submitted the plan to CQI for approval in Dec. In the process of educating staff on changes and updating all disaster plan binders (34)

Conducts inspections of all County-owned facilities annually. Forwards inspections to responsible parties, monitors corrective actions.

Inspects emergency equipment monthly. Replaces contents of emergency equipment as needed or as regulated. Equipment: CPR Equip., Body Fluid Spill Kits, First Aid Kits, Crash cart, Eye wash stations, disaster kit, evacuation aids

Joint Loss Management Committee (JLMC) and MNH Complex Safety Committees: plans and coordinates meetings, inspections. Creates agendas, facilitates meetings. Updated the JLMC

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Policy including purpose, establishment, duties/responsibilities of committee and employer, mission statement and goals/objectives.

Workers' Compensation: maintains documentation to meet regulations, files claims as needed, updates paperwork when required, ensures TAD available, and communicates status of claims with Primex/department heads/Finance and HR. Subject to fines.

Liability: Submits liability claims as needed, investigates/correct liability issues to maintain loss control. Communicates with Primex on liability issues.

Furniture replacement and ergonomic work areas. Replaces desks, filing cabinet, chairs, book cases, chair mats, etc. as needed. Educates and assists in creating ergonomic work areas, provides ergonomic devices, space planning assistance as needed.

Maintains documentation to keep in compliance: first aid log (workers compensation) committee minutes, annual report, monthly audits, sharps injury log, defensive driving and driving records. Educates staff as needed and to stay within compliance issues. Participates in MNH orientation every other week beginning with a building safety tour (40 min for small groups) and then a 90 minute new hire/annual education class. Provides staff with defensive self-study course enabling them to transport residents, fire safety, workers right to know, personal protective equipment, the Incident Command system, disaster training.

Associated with Public Health, Homeland Security/Emergency Management, Healthcare Workforce Group and Regional Coordinating Committee (regional planning for all hazards) able to provide free training opportunities from these organizations to County employees. Proficient in WebEOC, the primary communication tool used during disasters.

Member of Continuous Quality Improvement (CQI) committee and Infection Control Committee identifying issues, creating reporting data and action plans (i.e.-past issues of bed cords, bed entrapment)

Fire Drills and Disaster Drills: Responsible for maintaining compliance for both.

Fire Drills-"one per quarter per shift" plus all full time employees must attend one drill per quarter, varying days, times and conditions. Required for both MNH and ALF-Record all drills, attendance, corrective actions and education for Life Safety Code Surveyor to review, subject to deficiencies.

Disaster Drills: Two required a year at MNH. Must involve outside agencies (fire, law enforcement, emergency management, etc.) Safety Officer plans and researches each drill, forms planning committee, keeps minutes, arranges outside agency involvement, recruits volunteers as needed, sets up the drill, sets the objectives, documents the drill and writes the drill report. Manages corrective actions, education or policy changes or policy additions as a result of the drill, subject to deficiencies.

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Resource to all departments for compliance issues. Researches codes and standards, assists in finding solutions as needed, works in concert with local fire department and Westmoreland Emergency Management director, Town of Westmoreland, City of Keene.

Maintains relationship and contacts with Keene State College Safety Program for resources. Through contacts at the college, has had air quality surveys conducted at different county buildings at no charge (grant funded at college), sponsored interns and used interns as a resource for OSHA questions and solutions.

Creates audits as a result of identifying weak areas, problem areas, performs the audits or used as a light duty tool for TAD employees.

On-call, works various shifts as needed, reports to work for assistance with disaster issues (phone outage, generator failure, flooding, etc.)

**New Projects/Ongoing Projects:**

Arranged fit-testing “Train the Trainer” classes for MNH Staff from Keene State College for future training in the use of N95 respirators.

Completed 8 of the 10 Prime3 Member Self-Assessment requirements to qualify for a discount on workers compensation and liability insurance. Working on current and future Primex benchmarks for Cheshire County in order to continue qualifying for discounts.

Assisting with vehicle compliance for Medicaid Reimbursements at Maplewood Nursing Home and will continue to monitor for compliance through inspections. Also now submitting driving records checks to State for transportation aides and tracking the records for annual renewal.

Schedule of Insured-annual review of all vehicles, buildings, etc. to submit the schedule of insurance for renewal of insurance coverage.

Worked with Keene State College Capstone Seniors to create a HIPAA power point presentation encompassing all current and new regulations.

Worked with Keene State College Capstone Seniors to create an “Internet Safety” power point presentation to meet compliance issues with cybersecurity and basic internet safety.

Attends NH Roundtable meetings at Primex, presented “Continuity of Operations” resources and materials at October meeting to attendees.

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Writing policies and procedures as the final step to establishing a closed POD for all County Keene employees.

A discussion of the purchase of office furniture for the County that the Safety Officer is responsible for began and it was learned that the furniture budget for the entire County is \$1,000.00. Following an extended discussion concerning the age and condition of the County office furniture and the pending remodeling of the courthouse building, the Safety Officer was requested to provide a list of purchases for the past few years for review by the Commissioners at a future meeting. It was also requested that the Safety Office work with ACA Bouchard to come-up with a plan for furniture inventory control and suggestions for implementing a County-wide standardized office furniture acquisition, management, and disposal program. This project will be carried as Item number #26 on the Master Item list.

IT Director Hummel was then recognized and presented a request to dispose of electronic control boards from the old video visitation system previously installed at the jail. The equipment has been declared excess/scrap inventory and has no value to County operations. Hummel explained that he has been contacted by the manufacturer to buy the control boards from the defunct units as spares for their customers. Hummel said that he expected that the County would realize about \$500 - \$600 from the sale depending on how many units could be supplied. Following a number of questions **Commissioner Zerba moved to authorize the disposal of the obsolete video visitation electronic components through a sale back to the manufacturer. Commissioner Rogers seconded the motion and upon vote the motion passed unanimously.**

Hummel then discussed the authorization that he had received from the Commissioners and the Executive Committee of the Delegation to begin the search for a hire for the new IT Specialist position that is presented in the 2014 budget. Hummel said that he had identified a qualified candidate and wished to be able to extend a conditional offer of employment contingent upon the budget passing the full Delegation meeting scheduled for March 17<sup>th</sup>. After an extended discussion **Commissioner Rogers moved to authorize the extension of a conditional offer of employment for the 2014 IT Specialist FTE position based on the passage of the budget by the Delegation at the March 17<sup>th</sup> Delegation meeting. Commissioner Zerba seconded the motion and upon vote the motion passed unanimously.**

The Master Item Agenda list was then reviewed:

The remaining open action items were reviewed and no change in status was noted from the previous week's report.

Finance Director Trombly was then recognized and she discussed the draft of the budget letter to the delegation and the press release on the completion of the budget process for 2014. Following discussion revisions were suggested and Director Trombly will incorporate the changes and prepare the letter and press release for distribution.

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The Commissioners reviewed the census.

**The Commissioners then reviewed the minutes of February 12, 2014 and Commissioners Zerba moved to accept the minutes as presented. Commissioner Rogers seconded the motion and upon vote the motion passed unanimously.**

Commissioners reviewed the manifest and **Commissioner Rogers moved to accept the manifest as presented and the motion was seconded by Commissioner Zerba. Upon vote the motion passed unanimously.**

The Commissioners calendar was then reviewed and the monthly NH Association of Counties meetings will be added to Commissioners calendar going forward.

At 10:47AM there being no further business to discuss, **Commissioner Zerba moved to adjourn the meeting. The motion seconded by Commissioners Rogers and upon vote the motion passed with unanimously.**

Respectfully Submitted,  
R Zerba, Clerk