

MINUTES

Policy Review Committee

Minutes of the Meeting

February 28, 2017 3:00 pm

New Durham Community Room

Present: Ron Cook, Sue Randall, Corinne Waldron, Greg Anthes - BOS Representative, Neil Burns

Other Present: Scott Kinmond, Town Administrator; Shawn Bernier, Police Chief; Reginald Meattley, Sergeant; Mike Gingras, Public Works Director; Peter Varney, Fire Chief

Call to order

Chair Cook convened the scheduled meeting at 3:07pm

Approval of minutes from 2/1/17

Greg Anthes motioned to approve, Sue Randall second, Motion Passed.

Discussion

Chair Cook reviewed the reasoning behind our meetings with each department head in the Police, Fire and Public Works.

Police Chief Shawn Bernier took the floor and immediately brought forward a disk from the insurance carrier primarily in regards to jails. Discussion on what type of information was on the disk. LGC (a law enforcement reference publication) and Primex (insurance company) are consulted to review policies, when the dept renovated the building they had to review the building.

Scott Kinmond commented that all policies are templates and structured towards the needs of each dept.

Chief Bernier reviewed how he creates or changes policies. His list included the following:

Case Law

State Law, RSA changes - for example the Conceal Carry Law

New Functions - for example Tasers, where they are to be pointed

Academy requirements

Accredited Departments

Chair Cook asked if there was a required continuing ed class for the officers. Chief Bernier stated that all have to be certified every few years with an 8hr class, however most take regular classes to better perform the job. Chief Bernier also stated that he reviews all policies every 2 yrs unless there has been a law change.

Discussion on mental illness and other potentially life altering conditions was brought up and if the officers are trained on how to handle situations with these types of individuals. Both Chief Bernier and Sgt. Meattley made reference to incidents they had dealt with in their line of work and how training has helped them.

All board members were pleased with the information provided by the Police Chief and had no other questions at that time.

Public Works Director Mike Gingras began his quick presentation next.

Mike began by stating that he was currently working on writing policies, currently there were Standard Operating Guides but not many policies. Currently the department requires DOT medical cards every 2 years. All employees have CDL's which includes 7 highway and 3 transfer station employees. Solid waste training needs to be completed every year. We have 8 certified in Salt management, they have taken courses at UNH. He recommended the book A Hard Road to Travel, which is a handbook designed as a general guide to statutes and case law to help municipal officials sort their way through many of the complex legal questions involved with municipal highways but does not constitute complete legal advice.

All board members were pleased with information provided and looked forward to seeing the policies once created.

Board adjourned for the evening, reconvened on Friday March 3 at 3pm

Chair Cook reviewed the reasoning for our meeting with the Fire Department Chief.

Peter Varney, Fire Chief presented his manuals, policies, and training procedures to the board. He noted that there are 18 members of the ND Fire Department all are Level 1 certified fire fighters, a requirement of the department, and most are Level 2. Two members are first responders EMT/Advanced EMT's. They go through training like a regular full time department would, holding in house training and outside training through out the year. He noted that 30% of fire departments in NH are full time while 70% are on-call/volunteer. Our department pays only for the training course when outside classes are taken but will not pay for time. When training in-house they are paid for their time.

Chief Varney uses the following resources for training and guidance:

- NFPA - National Fire Protection association
- IFSTA - International Fire Service Training Association
- NHFA - New Hampshire Fire Academy
- NFFS - National Forest Fire Service
- NWCG - National Wildfire Coordinating Group

Chief Varney changes procedures/manuals if there has been a new RSA or hazard such as solar panels on homes. This new addition to homes has caused the fire fighter to have more safety steps when fighting fires. All changes get dated when made.

In conclusion, the Fire Chief provided ample information and the board was pleased with his presentation. No further questions were addressed at that time.

Meeting Schedule

March 27, 2017 Rescheduled to May 15, 2017 @ 4pm Community Room

Adjourn

Motion to adjourn by Corinne, Greg second. Motion passed

Meeting ended at 4:30pm

Respectively submitted, Corinne Waldron, Clerk