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MINUTES OF JLMC MEETING

September 10, 2015, 2015 – 10 AM AT POLICE DEPARTMENT

Members Present: Keith Hoyle, Chair; Jennifer Nalley; Linda Corriveau; Ned Nadeau; Tim McLin; Cheryl Robinson; Bruce Thibault

Also Present: Phil St. Cyr, PRIMEX

Absent: Debora Longo; Dave Reynolds; Mike Spinney

Chairman Hoyle called the meeting to order at 10:17 a.m.

MINUTES OF THE 4/30/15 MEETING

Tim moved to accept the minutes. The motion was seconded by Ned and passed unanimously.

NEW BUSINESS

Accident Reports -Accident reports, both Property and Liability and Workers Compensation were given and explained to all members present by Phil St. Cyr. Phil discussed the importance of filing claims within 5 calendar days including holidays to avoid fines.

Review of Safety Manual

Workplace Violence-Linda provided the language for the new section of the Safety Manual which was reviewed by Phil previous to the meeting. Tim moved to accept the new section and was seconded by Ned and then passed unanimously. Linda will present to the City Manager.

Blood Borne Pathogens-Linda provide an edited version of Appendix D changing the language referencing the city's payment of Hep A, B and Tetanus to the city will pay the visit co-pay for Hep A, B and Tetanus to High Risk Employees. It was brought up that the policy should include Library personnel because of exposure

to the public. Bruce asked in Water could also be included. Linda will speak with the City Manager about including all employees.

Hepatitis A, B and Tetanus Information and Waiver-Linda created an information sheet using the CDC website. She created a release/waiver form. The form may need editing to include a declination statement.

OLD BUSINESS

Posting the Procedure for Handling Medical Emergencies-Linda updated the committee that she would wait until the updated Safety Manual was in effect to create the laminated procedure sheets.

Old Gas Detection Meters-The Fire Department has a new training officer, Mike Spinney that will contact Public Works personnel to set up training.

MISCELLANEOUS

Primex Foundry. Phil explained and handed out information about the new training facility at Primex called The Foundry.

SET DATE FOR NEXT MEETING

Committee members agreed the next meeting will be held on November 12, 2015 at 10:00 am at the PD again to accommodate a member.

ADJOURNMENT

At approximately 11:20 a.m. Cheryl motioned, seconded by Ned, to adjourn. Motion carried unanimously.

Respectfully submitted,

Linda M. Corriveau, Secretary