

## MINUTES OF THE JLMC MEETING

July 11, 2019 at 10:00 AM at Public Works

Members Present: James Drakopoulos, Chair; Linda Corriveau, Secretary; Keith Hoyle, Jennifer Gosselin; Matthew Duval; Michael Bobinsky; Placide Nadeau

Members Not Present: Kristen Davenport; David Reynolds; John Sunderland

Others Present: None

Chairman Drakopoulos called the meeting to order at 10:10 AM

### MINUTES OF THE 04/11/19 MEETING

Linda made a motion to accept the minutes. The motion was seconded by Keith and passed unanimously.

### NEW BUSINESS

Accident Reports – accident reports for the reporting period (04/11/19-07/10/19) were provided. We discussed one by one the four (4) workers compensation injuries and the four (4) property and liability claims that happened since our last meeting.

Building Inspections – Linda will send the inspection form via email to Department Heads and JLMC members in that building for each location.

AED Inventory – A master inventory list will be put together by Linda. Members will check the AED's at their locations and get the necessary information to Linda. Linda will also prepare a draft procedure document for maintenance of the AED units in the City.

### OLD BUSINESS

AED Training – The training is complete and was very well received by employees.

### MISCELLANEOUS

None.

### DATE OF NEXT MEETING

October 17, 2019 at the City Hall.

### ADJOURNMENT

At 10:40 AM, James motioned and seconded by Mike. The motion carried unanimously.

Respectfully submitted,  
Secretary Linda Corriveau