***MINUTES***

***SAFETY COMMITTEE MEETING***

***Richland Township and Richland Volunteer Fire Department***

***April 13, 2022***

*The Richland Township and Volunteer Fire Department met on April 13, 2022, for their monthly Safety Committee meeting.*

***PRESENT***

*Scott Conahan, Police Department Representative*

*John Herdman, Police Department Representative*

*Bryan J. Beppler, Executive Director*

*Kimberly D. Stayrook, Administrative Assistant*

*Russell Felton, Road Department Representative*

*Barbara Smith, Teeter Group Representative*

***ABSENT***

*Wesley Meyers, Fire Chief*

*Todd R. Shaffer, Road Department Representative*

***Approval of Prior Month’s Meeting Minutes***

*-Sgt. Conahan moved to approve the minutes of March 9, 2022, seconded by Sgt. Herdman. All in favor.*

***Old Business***

***Election of Officers:***

*Chairperson – Ms. Stayrook moved to appoint Bryan J. Beppler, Chairperson, seconded by Sgt. Conahan. All in favor.*

*Vice Chairperson – Sgt. Conahan moved to appoint John J. Herdman as Vice Chairperson, seconded by Mr. Felton. All in favor.*

*Secretary - Sgt. Herdman moved to appoint Kimberly Stayrook as Secretary, seconded by Sgt. Conahan. All in favor.*

***Review Draft Bylaws***

*Ms. Smith from the Teeter Group reviewed the regulations required by law. In addition, Ms. Smith advised that open communication is vital. She indicated that when a safety concern exists, it is to be reported to the Department Head immediately rather than waiting for the next Safety Committee meeting. There will now be a process in place for ALL employees to report safety concerns and for Department Heads to share the information with the Committee Chair for discussion at the next meeting.*

*Mr. Beppler gave a brief review of the Bylaws that have been drafted. They will be posted within each department. There was also a “flyer” prepared, listing the Safety Committee members and stating that any employee that has safety concerns and or suggestions for the program are to report them immediately. The “flyer” will also be distributed to all employees within their pay envelopes by Ms. Stayrook.*

*There being no further questions, Sgt. Conahan moved to approve the Safety Committee Bylaws, seconded by Mr. Felton. All in favor.*

***New Incidents or Near Miss Reports***

*Mr. Beppler reviewed two recent incidents at the fire department, the first being an injury at the Firemen’s Club whereby a cook received a finger fracture. It was a reminder to be more aware and cautious of what could potentially occur.*

*In addition, there was a fire truck damaged on fire department property and there were no injuries, but the potential for an injury existed.*

***Safety Concerns or Suggestions***

*There was a round table discussion, and everyone noted that after the last committee meeting, they observed their respective departments for potential safety concerns, but none were identified.*

***New Business***

*Ms. Smith discussed the Safety Committee’s responsibility to do a physical inspection of each work location, at an agreed upon frequency. There will be an inspection checklist created and the SC will utilize the checklist to document identified hazards. Everyone present agreed that quarterly inspections would be satisfactory. Ms. Smith will provide sample checklists for review at the next meeting.*

*The Board agreed to continue to meet the second Wednesday of every month at 11 am.*

*- Mr. Felton moved to adjourn at 11:45 a.m., seconded by Sgt. Herdman. All in favor.*

*Respectfully submitted,*

 *Kimberly D. Stayrook*

*Administrative Assistant*