***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 Meyer, 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 it to appoint Bryan J. Beppler, Chairperson, seconded by Sgt. Conahan. All in favor.*

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

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

***Review Draft Bylaws***

*Mrs. Smith reviewed the regulations required by law, stating open communication is stressed. She indicated that when a safety concern exists, it is to be reported to the Department Head immediately. There will now be a process in place for ALL employees to report safety concerns.*

*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.*

***Rules and Responsibilities of a Certified Safety Concern***

*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.*

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

*Mrs. Smith indicated that it is the Safety Committees responsibility to do a physical inspection of each work location, at least quarterly. There will be an inspection sheet and the SC will have to check off assorted items on the list. Everyone present agreed that quarterly inspections would be satisfactory.*

*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*