***MINUTES***

***SAFETY COMMITTEE MEETING***

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

***May 11, 2022***

*Richland Township and the Volunteer Fire Department met on May 11, 2022, for their monthly Safety Committee meeting.*

***PRESENT***

*Bryan J. Beppler, Executive Director*

*Kimberly D. Stayrook, Administrative Assistant*

*Wesley Meyers, Fire Chief*

*Scott Conahan, Police Department Representative*

*John Herdman, Police Department Representative*

*Russell Felton, Road Department Representative*

*Todd R. Shaffer, Road Department Representative*

*Absent – none.*

***APPROVAL OF PRIOR MONTH’S MEETING MINUTES***

*- Sgt. Conahan moved to approve the minutes of April 13, 2022, seconded by Sgt. Herdman. All in favor.*

***OLD BUSINESS***

*Mr. Beppler distributed a checklist for quarterly safety inspections. He asked the Safety Committee to review the two (2) sample Health and Safety Inspection checklists and determine which one is most suitable for their department. Either checklist can be modified to accommodate and complement our internal needs. It was noted that each department will perform safety inspections and all inspection sheets will be kept by the Safety Committee. Initially, Safety Committee members will perform inspections in their specific areas. However, in the future, the Safety Committee will be part of the inspection process at other worksite areas.*

*It was noted that the fire department has multiple locations and will start inspections at their Scalp Avenue location.*

*Mr. Beppler advised that at the next meeting, June 8th there will be mandatory annual training, and the Safety Committee is required to be in attendance. Mr. Meyers noted that he is also certified as a trainer through the state, if someone should miss this training.*

***NEW INCIDENTS AND FOLLOW UP***

*There were no incidents reported this month.*

*Regarding the previously discussed workers’ compensation claims (Fire Department) that were reviewed at the April 2022 meeting, Mr. Meyers indicated that he had reviewed the safety concerns and spoke to those involved in the incidents and the staff as a whole. In addition, Mr. Meyers discussed ways to prevent these type of accidents / injuries from occurring in the future.*

***SAFETY CONCERNS***

*Sergeant Herdman stated that they received one email from an Officer concerning the sidewalks and repaved parking lot. Water lays in certain areas and becomes icy when the temperature drops.*

*There was a discussion on how the area can be changed / corrected to prevent water buildup. Mr. Beppler will discuss this matter with the Road Foreman. He indicated that American Rescue Plan Act (ARPA) money may be utilized to fund this work.*

*In addition, it was noted that the flooring in the Police Department in certain areas is in poor shape and may be a tripping hazard. Mr. Beppler advised that he is working with the Cambria County work crew (inmates) to retile the floor. ARPA money may be utilized for this project.*

*None of the others in attendance had concerns in their areas.*

***NEW BUSINESS***

*The Board agreed to continue to meet the second Wednesday of every month at 11 am., with the next meeting June 8, 2022.*

*- Mr. Shaffer moved to adjourn at 11:55 a.m., seconded by Sgt. Herdman. All in favor. Motion Carried.*

*Respectfully submitted,*

***Kimberly D. Stayrook***

*Administrative Assistant*