***MINUTES***

***SAFETY COMMITTEE MEETING***

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

***July 13, 2022***

*Richland Township and the Volunteer Fire Department representatives met on July 13, 2022, for their monthly Safety Committee meeting.*

***PRESENT***

*Kimberly D. Stayrook, Administrative Assistant*

*Scott Conahan, Police Department Representative*

*John Herdman, Police Department Representative*

*Russell Felton, Road Department Representative*

*Todd R. Shaffer, Road Department Representative*

*Jim Haberkorn, Richland Fire Department*

*Wesley Meyers, Fire Chief*

*Barbara Smith, Teeter Group – Guest*

***ABSENT***

*Bryan J. Beppler, Executive Director*

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

*- Mr. Haberkorn moved to approve the minutes of June 8, 2022, seconded by Mr. Meyers. All in favor.*

***OLD BUSINESS***

***Pennsylvania Certified Safety Committee – Annual Training***

*Mrs. Smith noted that everyone who participated in the annual training were issued certificates of completion.*

***Hazard identification and Corrective Action Process***

***Customization of checklists by Department***

*Mr. Felton and Mr. Shaffer discussed customization of checklists for the Public Works Department. They marked the items on the State’s template that need to be reviewed. Kim Stayrook will provide Mrs. Smith with a copy of the checklist they marked up so a new checklist can be created that better suits their needs. Mrs. Smith stated that she has checklists for Fire Departments that she found online and will email to Wesley Myers to review and work towards developing a customized checklist for the Fire Department.*

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***Status of Corrective Actions from Prior Inspections***

*Ms. Stayrook noted that the eyewash station request by the Public Works Department has not been fulfilled. There was a brief discussion on the types of eyewash stations available and what would suit their needs. Mr. Meyers suggested using bottles of saline solution, available at different locations to solve the issue. The saline solution bottles come sealed and are sanitary and can easily be replaced with a new one if used. Ms. Stayrook will investigate ordering this product.*

*Mr. Felton and Mr. Shaffer had discussed the bucket truck and perhaps modifying it to allow a door or mechanism to make it easier for them to get in and out of the bucket. They have researched this matter and there is nothing that can be done to alter the machine.*

*The Public Works Department had asked for wheel chocks, and they were ordered and are now in use.*

*Also, first aid kits were ordered and are now in all vehicles at the Public Works Department.*

*Mr. Meyers stated that improved lighting in the bays was discussed, and Mr. Guizio is looking into pricing for updates.*

*Mr. Beppler was looking into the request for a shower in the police department.*

***NEW CLAIMS***

*None*

***NEW BUSINESS***

*It was noted that the upstairs public meeting room has several old, broken chairs that are being used. They are to be thrown in the dumpster so there are no injuries that occur. The chairs were replaced with new chairs in the police department.*

***Safety Concerns***

*Flooring at the Police Department and the Meeting Room is moving along. Hopefully in the fall of this year, the work crews from Cambria County will be able to do the work.*

*It was noted that during the next quarterly review, the Fire Department will inspect the Geistown location, as they did the Scalp Avenue location first.*

*There being no further business, on a motion by Sgt. Herman, seconded by Mr. Felton, the meeting adjourned at 11:17 a.m.*

*Respectfully submitted,*

***Kimberly D. Stayrook***

*Administrative Assistant*