***MINUTES***

***SAFETY COMMITTEE MEETING***

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

***August 10, 2022***

*Richland Township representatives and the Volunteer Fire Department representatives met on August 10, 2022, for their monthly Safety Committee meeting.*

***PRESENT***

*Bryan J. Beppler, Executive Director*

*Kimberly D. Stayrook, Administrative Assistant*

*Scott Conahan, Police Department Representative*

*John Herdman, Police Department Representative*

*Todd R. Shaffer, Road Department Representative*

*Wesley Meyers, Fire Chief*

*Barbara Smith, Teeter Group – Guest*

***ABSENT***

*Jim Haberkorn, Richland Fire Department*

*Russell Felton, Road Department Representative*

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

*- Mr. Meyers moved to approve the minutes of July 13, 2022, seconded by Mr. Shaffer. All in favor.*

*Mr. Beppler gave a reminder that agenda and approved minutes are available on the internal website.*

***OLD BUSINESS***

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

***Customization of checklists by Department – Public Works and Fire Department***

*Mrs. Smith noted that she had a draft Checklist for the Public Works Department that she emailed to Mr. Shaffer and Mr. Felton for review. Mr. Shaffer stated that they did not see any corrections/changes, but they will make sure it is thoroughly reviewed and get back to her.*

*Mrs. Smith stated that she provided several examples of Fire House hazard checklists to Wes Meyers for review so that a draft Checklist for the Fire Department can be developed. Wes Meyers advised he will review and provide feedback.*

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

***\*Fire Station Inspection June 6, 2022***

 ***- Update on lighting in Bay areas***

*Mr. Meyers stated that this review is still in the planning stages. They are reviewing sensors vs. switches, etc. He again noted that the initial lights come on by “sensor” but if the individual is in the bay and not moving around, the lights go out.*

***\*Municipal Garages Inspection June 6, 2022***

 ***- Eyewash Station or Saline Bottles***

*Mrs. Stayrook informed everyone that Saline Bottles were determined to be the best resolution to an eyewash station. The bottles are 32 oz and have an expiration date of 1 to 2 years. Bottles were ordered, received, and distributed to the Public Works Department. They are in the bay areas, as well as the trucks and equipment.*

 ***- Further review of bucket truck entry with or without a door.***

*Mr. Beppler gave an update on the bucket truck. It has been determined that the bucket is unable to be modified (age). In addition, a retrofit to the door cannot be done. He has reached out to First Energy / Penelec inquiring if any used bucket trucks are for sale.*

*Mrs. Smith noted that in a situation where the hazard cannot be eliminated, the public works department needs to come up with a solution to get in and out of the bucket truck in a safe manner.*

*Mr. Beppler suggested a step stool. He did state that he is actively pursuing a used, but newer bucket truck to replace the existing one. It was noted that Auto Wholesalers (Altoona, PA) may have them.*

*\*****Police Department***

 ***- Update on suggestion to have a shower***

*Mr. Beppler indicated that he has discussed the installation of a shower unit in the police department with Mr. McCombie, Road Foreman. There is a good possibility it can be done; however, other projects take priority, and this project is on his list to complete.*

*Sgt. Herdman asked about the status of the parking lot and sidewalk issues. Mr. Beppler stated that he also has spoken to Mr. McCombie about this project, and it is also on the list to complete.*

*Sgt. Herdman noted the new windows installation project (Township Municipal Building) and felt that it is a much-needed improvement. Mr. Beppler gave a brief update on the windows project which is complete. He noted that he intends to have a follow up blower test done.*

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

***\* 7/13/22 Police Officer in parked car was rear-ended***

*Mr. Beppler provided a brief review of the accident that occurred. He indicated that the Officer looked in their rear-view and side mirrors prior to exiting the vehicle, saw the headlights of an oncoming vehicle, and stayed in the vehicle. This safety precaution prevented a more serious injury from occurring. The Officer was injured and has returned to regular duty at the beginning of August. He noted that the vehicle was a total loss.*

*Sgt. Herdman stated that the spare tire was in the vehicle. He said that the spare tires are removed to leave room for compartment space, as police do not change tires. However, studies are indicating that the spare tires help with impact absorption during a crash.*

*Mrs. Smith will check on getting in and out of the bucket without a door and the spare tire question.*

*Mr. Beppler stated that he was opposed to doing anything to a vehicle that would change the safety mechanisms or compromise the vehicle’s safety integrity.*

***\* 7/23/22 – Volunteer Fireman Knee Injury***

*Mr. Beppler stated that a volunteer injured their knee on an ambulance call. The volunteer felt a pop in the knee when stepping into an ambulance side door.*

*The volunteer continues to work their full-time job (regular duties, no work restrictions) with no loss of time.*

*Mrs. Smith said that in this case, the fire company will review this incident and see if there is anything that could have been done differently to prevent the injury.*

***NEW BUSINESS***

*There was no new business. Mr. Beppler did ask everyone to confirm that the time is suitable for the monthly meetings. At this time, there will be no changes made to the schedule.*

***SAFETY CONCERNS***

*\* Update on water build up in areas on sidewalks and repaved parking lot*

 *- Mr. Beppler noted that this matter was already discussed previously.*

*\* Update on Flooring in Police Department and upstairs public meeting room*

 *- Mr. Beppler noted that he continues to discuss this project with Cambria County and is optimistic that they will be assist the Township in completing this project. Sgt. Herdman asked that the Police Department be notified in advance to move items.*

*The next meeting is scheduled for 11 a.m. on September 14, 2022, but the date may be changed*

*due to a conflict*

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

*Respectfully submitted,*

***Kimberly D. Stayrook***

*Administrative Assistant*