***MINUTES***

***SAFETY COMMITTEE MEETING***

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

***September 7, 2022***

*Richland Township representatives and the Volunteer Fire Department representatives met on September 7, 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*

*Russell Felton, Road Department Representative*

*Wesley Meyers, Fire Chief*

***ABSENT***

*Jim Haberkorn, Richland Fire Department*

*Todd R. Shaffer, Road Department Representative*

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

*- Sgt. Conahan moved to approve the minutes of August 10, 2022, as distributed seconded by Sgt. Herdman. All in favor.*

***OLD BUSINESS***

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

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

*Mr. Felton stated that he was unsure about a final checklist, but they are close to having one finalized.*

*Mr. Beppler noted that the 3-month safety inspection cycle is upon us, and reviews must be done again, by departments. In addition, we need to go as a group and visit one location (Fire Department, Scalp Avenue), at the next Safety Committee meeting (10/12/22).*

*Mr. Meyers indicated that the Fire Department is also working on their final checklist. They have received good samples from Mrs. Smith. He will email her regarding this matter.*

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

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

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

*Mr. Meyers obtained a proposal from Tercek Electric for updating the lighting in the bay areas. It proposes to use a switch with LED lights. The projected cost is $10,400. Mr. Beppler will do a follow up on the proposal.*

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

 ***- Bucket Truck***

*Mr. Beppler stated that a replacement bucket truck will have to be purchased, hopefully a used one in good condition. He has located one in Duncansville, PA. Mr. McCombie, Road Foreman is reviewing the truck to see it if would meet the Township’s needs.*

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

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

*Mr. Beppler has spoken to Mr. McCombie regarding having a shower installed. It is a work in progress.*

*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.*

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

*Nothing to report.*

***NEW BUSINESS***

*There was no new business.*

***SAFETY CONCERNS***

*\** ***Update on parking lot repairs.*** *Mr. McCombie has included working on the rear municipal building parking lot on his list of projects to be done before winter.*

*Mr. Beppler stated there is no commitment on repaving the parking lot. They believe milling will solve the issue. Also, he noted that the roadcrew will be working on installing sump pumps on both sides of the municipal building, with additional catch basins as well.*

*Mr. Beppler updated everyone on new meeting room chairs and conference room table.*

*Sgt. Herdman reminded Mr. Beppler that he will need the meeting room the week of October 31st for Trick R Treat planning. He asked that Mr. Beppler work his remodeling schedule around that week.*

*Mr. Beppler stated he has updated the Employee Section of the Website.*

*There being no further business, on a motion by Sgt. Herman, seconded by Mr. Meyers, the meeting adjourned at 11:25 a.m.*

*Respectfully submitted,*

***Kimberly D. Stayrook***

*Administrative Assistant*