***MINUTES***

***SAFETY COMMITTEE MEETING***

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

***October 12, 2022***

*Richland Township representatives and the Volunteer Fire Department representatives met at the Richland Township Fire Department on October 12, 2022, for their monthly Safety Committee meeting.*

***PRESENT***

*Bryan J. Beppler, Executive Director*

*Kimberly D. Stayrook, Administrative Assistant*

*Wesley Meyers, Fire Chief*

*Todd R. Shaffer, Road Department Representative*

*Jim Haberkorn, Richland Fire Department*

***ABSENT***

*Scott Conahan, Police Department Representative*

*Russell Felton, Road Department Representative*

*John Herdman, Police Department Representative*

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

*- Mr. Meyers moved to approve the minutes of September 7, 2022, as distributed seconded by Mr. Haberkorn. All in favor.*

***OLD BUSINESS***

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

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

*Mr. Beppler noted that he and Ms. Stayrook completed the quarterly inspection for the Township Administration area on September 26, 2022 and there were no findings.*

*Mr. Shaffer stated that he and Mr. Felton inspect the municipal garage area daily and make sure obstacles are taken care of that may be a safety hazard. He did note that the lights at the stone shed have not been completed yet. Mr. Beppler stated he will follow up with Mr. McCombie, Foreman regarding this issue.*

*Mr. Beppler stated that there have been discussions over the past several months regarding the current bucket truck and perhaps obtaining a newer bucket truck. He was asked by the Board of Supervisors to contact Tercek Electric regarding the use of “renting” their bucket truck. This partnership would be utilizing their driver and the Township’s Roadcrew personnel. He will continue to investigate this option. Mr. Beppler noted that during budget sessions, purchasing a newer bucket truck is an option.*

***MINUTES – Safety Committee***

***10/2/2022***

***Page 2 of 2***

*Mr. Beppler asked that Mr. Shaffer and Mr. Felton work with Mrs. Smith, Teeter Group to further customize the draft checklist that was provided so that a final checklist sheet can be used for their quarterly inspections.*

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

*Nothing new to report.*

***NEW BUSINESS***

*There was no new business.*

***SAFETY CONCERNS***

*\** ***Update on municipal building meeting room updates.***

*Mr. Beppler gave an update on the proposed renovations on the second floor of the municipal building. The Cambria County crew he was hoping to utilize is unable to do the work at this time. He is not sure about how timely the work is going to be. He noted that Mr. John Augustine (Administrator) at Vo Tech School offered his students to do the work. Mr. Beppler may have the Vo Tech students renovate the second-floor meeting room’s floor, walls, ceiling, and bathrooms.*

*In addition, he noted that the conference table and chairs have been delivered.*

***\*Update on municipal building sidewalks and parking lot.***

*Mr. Beppler stated that work at the Municipal Building is planned to be completed by the Roadcrew. It is on their schedule and hopefully will be completed this fall.*

***Fire Department Safety Committee Review***

*The members of the Safety Committee that were present walked through the Fire Department at 1321 Scalp Avenue. They visited the bay areas, the social hall, and the upstairs area with sleeping rooms, bathrooms, kitchenette, and stairwells. The exits, entrances, stairs, and ramps were inspected throughout the building. There were no safety issues or concerns to report.*

*There being no further business, on a motion by Mr. Shaffer, seconded by Mr. Haberkorn, the meeting adjourned at 12:15 p.m.*

*Respectfully submitted,*

***Kimberly D. Stayrook***

*Administrative Assistant*