***MINUTES***

***SAFETY COMMITTEE MEETING***

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

***November 16, 2022***

*Richland Township representatives and the Volunteer Fire Department representatives met at the Richland Township Municipal Office on November 16, 2022, for their monthly Safety Committee meeting.*

***PRESENT***

*Bryan J. Beppler, Executive Director*

*Kimberly D. Stayrook, Administrative Assistant*

*Scott Conahan, Police Department Representative*

*Todd R. Shaffer, Road Department Representative - Virtual*

*Russell Felton, Road Department Representative - Virtual*

***ABSENT***

*John Herdman, Police Department Representative*

*Wesley Meyers, Fire Chief*

*Jim Haberkorn, Richland Fire Department*

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

*- Sgt. Conahan moved to approve the minutes of October 12, 2022, as distributed seconded by Mr. Shaffer. 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 only the Public Works Department needed to complete their draft of the checklist sheet. Mr. Shaffer indicated that they have a final draft. The Public Works Department will review the checklist one more time and submit to Administration.*

*Sgt. Conahan stated the Police have a final safety checklist. The Police Department will be using the same checklist that Administration utilizes. In addition, Mr. Beppler stated that the Fire Department has a final checklist.*

*Mr. Beppler reported that the inspection of the municipal office was completed on September 26, 2022. There was a Safety Committee inspection completed at the Volunteer Fire Department on Scalp Avenue on October 12, 2022. In addition, the Police completed an inspection on November 4, 2022. Mr. Beppler stated that another Safety Committee site inspection at a designated location will conducted soon, possibly at the municipal garages.*

*Mr. Beppler advises that the membership list was updated on the Township website.*

*Safety Committee*

*11/16/2022*

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*Mr. Beppler gave a status update on the Bucket Truck. The Board of Supervisors wants to purchase a used truck. Mr. Beppler will continue his search for a used bucket truck.*

*Mr. Beppler noted that the new lighting in the Stone Shed at the municipal garages has been completed.*

***SAFETY CONCERNS***

*\* M****unicipal building meeting room - status updates.***

*Mr. Beppler discussed the proposed upstairs meeting room renovations. Mr. Beppler is coordinating this project with Vo-Tech. The work will start with the ceiling and walls, prior to new floor installation.*

*Mr. Beppler discussed the shower request in the police department. This project is on the “to do” list for the Road Department. In addition, the Road Department will address the water build in the rear parking lot (near future).*

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

*Nothing new to report by any department.*

***NEW BUSINESS***

*Mr. Beppler stated that the Workers Compensation renewal has been submitted to the Bureau of Workers’ Compensation for review.*

*The meetings scheduled for 2023 will continue to be the second Wednesday of every month, at 11:00 a.m. in the second-floor meeting room.*

*There being no further business, the meeting adjourned at 11:15 a.m.*

*Respectfully submitted,*

***Kimberly D. Stayrook***

*Administrative Assistant*