***MINUTES***

***SAFETY COMMITTEE MEETING***

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

***December 14, 2022***

*Richland Township representatives and the Volunteer Fire Department representatives met at the Richland Township Municipal Office on December 14, 2022, for their monthly Safety Committee meeting.*

***PRESENT***

*Bryan J. Beppler, Executive Director*

*John Herdman, Police Department Representative*

*Scott Conahan, Police Department Representative*

*Todd R. Shaffer, Road Department Representative*

*Wesley Meyers, Fire Chief - Virtual*

*Jim Haberkorn, Richland Fire Department*

*Kevin Gaudlip (Guest), Police Department Representative*

***ABSENT***

*Kimberly D. Stayrook, Administrative Assistant*

*Russell Felton, Road Department Representative*

***APPROVAL OF PRIOR MONTH’S MEETING MINUTES – November 16, 2022***

*- Sgt. Herdman moved to approve the minutes of November 16, 2022 as distributed, seconded by Mr. Haberkorn. All in favor.*

***OLD BUSINESS***

***Road Crew safety inspection November 16, 2022.***

1. *An Automated External Defibrillator (AED) was purchased on November 29, 2022 and received on December 14, 2022. Mr. Gaudlip provided the Safety Committee with an overview and instructions on how to properly use the AED. Mr. Gaudlip advised the Safety Committee that the AED’s pads and batteries have a five (5) year life. Mr. Shaffer, who is also an EMT, will educate the Road Crew workers on how to properly utilize the AED in an emergency situation. Mr. Gaudlip (First Aid / CPR AED Certified) also offered to provide CPR training for any worker / volunteer who is interested.*
2. *Mr. McCombie (Foreman) or Mr. Shaffer will purchase the emergency exit lights for the shed buildings within ninety (90) days and will update the Safety Committee upon receipt / installation.*
3. *Mr. McCombie will purchase the vents. The Road Crew will install the vents upon receipt (within 90 days) and notify the Safety Committee.*
4. *Mr. Beppler stated that a request for bid proposal for a used bucket truck will be added to the December 19, 2022 Board of Supervisors’ Agenda. If the request is approved by the Board, the Township will advertise and accept applicable bids until a bid close date of January 16, 2023.*

*Mr. Beppler advised that the Application for Certification of the Workplace Safety Committee was approved by the Bureau of Workers’ Compensation on November 22, 2022. The Township will receive a 5% discount on workers’ compensation premiums in 2023. Mr. Beppler thanked the Safety Committee members for their time and work related to this process.*

*Mr. Beppler advised that the Safety Meetings will continue to be on the second Wednesday of the month at 11:00 am in the Second-Floor meeting room.*

***NEW INCIDENTS OR NEAR MISS REPORTS***

*There was nothing new to report by any department.*

***NEW BUSINESS***

*Mr. Beppler advised that Richland Township will be changing their workers’ compensation insurance carrier from AmTrust to EMC, effective January 1, 2023. There will be a few minor changes to the panel of providers under EMC. In addition, there will be some changes to the insurance claim forms and paperwork related to workers’ compensation. This information will be communicated and distributed to all employees as soon as finalized. All other current policies and procedures related to Workers’ Compensation claims will remain the same.*

*Mr. Herdman advised the Safety Committee that this will be his last Safety Committee meeting.*

*Mr. Gaudlip has volunteered to serve the Committee as Mr. Herdman’s replacement, if acceptable. On behalf of the Safety Committee, Mr. Beppler thanked Mr. Herdman for serving on the committee and his valuable contributions. Mr. Gaudlip will be voted in at the next Safety meeting.*

*There being no further business, the meeting adjourned at 11:30 a.m.*

*Respectfully submitted,*

***Bryan J. Beppler***

*Executive Director*