***MINUTES***

***SAFETY COMMITTEE MEETING***

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

***January 11, 2023***

*Richland Township representatives and the Volunteer Fire Department representatives met at the Richland Township Municipal Office on January 11, 2023, for their monthly Safety Committee meeting.*

***PRESENT***

*Bryan J. Beppler, Executive Director*

*Kimberly D. Stayrook, Administrative Assistant*

*Kevin Gaudlip, Police Department Representative*

*Scott Conahan, Police Department Representative*

*Wesley Meyers, Fire Chief*

***ABSENT***

*Russell Felton, Road Department Representative*

*Todd R. Shaffer, Road Department Representative*

*Jim Haberkorn, Richland Fire Department*

*William Lehmann, Guest*

***APPROVAL OF PRIOR MONTH’S MEETING MINUTES – December 14, 2022***

*- Mr. Meyers moved to approve the minutes of December 14, 2022 as distributed, seconded by Mr. Conahan. All in favor.*

***OLD BUSINESS***

***4th Quarter Safety Report***

*Mr. Beppler reviewed the 4th quarter Safety Report as follows:*

*#1 – Emergency Exit Lights at municipal garage. As part of a safety review, it had been noted that there were some emergency lights needed at the garage. This issue has not been resolved, Tercek Electric was contacted in January 2023 and will be doing the work over the next several weeks.*

*#2 – Mechanics Bay at municipal garage. A new vent needed to be installed for air circulation. The replacement work was completed on January 4, 2023 by the Township’s Public Works Department.*

*#3 – Bucket Truck Replacement. It was determined that the Township’s existing Bucket Truck (1986) was not in good working condition. It was not able to be aerially inspected and the employees expressed safety concerns. The Board approved advertising for the purchase of a used 2015 or newer Bucket Truck. On January 16, 2023, the Board will be opening bids for a newer, used bucket truck. One sealed bid has been received as of today’s date.*

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*#4 – AED for Municipal Garage – A safety review indicated that an AED Machine was needed at the municipal garage. An AED machine was approved, purchased (11/29/22), and installed at the lower municipal garage. Training was provided as part of the installation process.*

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

*There was a minor accident on December 30, 2022 with a Richland Fire Department truck. At the scene of an accident, a male driver ran into the Ford F-350 truck when he went around barriers. There was minor damage to the driver’s side door on the Ford F-350 truck and repair estimates were received. A claim was filed. There were no injuries.*

***NEW BUSINESS***

*Mr. Beppler stated that due to the resignation of John Herdman from the Safety Committee, Kevin Gaudlip, Richland Police Department has been asked to join the committee.*

*- It was moved by Mr. Conahan to approve Kevin Gaudlip as a Safety Committee member, seconded by Mr. Meyers. All in favor.*

*Also, the township had Workers Compensation insurance with AM Trust and with the most recent insurance renewals (1/1/23), the Board determined that the Township would move to EMC Insurance for Workers Compensation, effective January 1, 2023. Workers Compensation packets have been distributed to all employees in January 2023. An updated panel of physicians has been distributed. The Township’s website was also updated with this information in January 2023.*

*Mr. Beppler reminded everyone that the Safety Committee Site Inspections are due now for January/February/March 2023. All members must perform the inspections for their area. There may be one site that the committee inspects, which may be the Road Department location in March.*

*Mr. Beppler noted that Barb Smith, Teeter Group will have to do the annual training for committee members. Kevin Gaudlip is a new committee member and Mr. Beppler will verify if he has to have training prior to the yearly training for the entire committee.*

*Mr. Meyers asked if the Fire Department is permitted to have an alternate member, in addition to the 2 appointed members. Mr. Beppler will investigate this for clarification.*

*There being no further business, the meeting adjourned at 11:22 a.m.*

*Respectfully submitted,*

***Kimberly D. Stayrook***

*Administrative Assistant*