

MINUTES
SAFETY COMMITTEE MEETING
Richland Township and Richland Volunteer Fire Department
July 8, 2026

Richland Township representatives and the Volunteer Fire Department representatives met at the Richland Township Administrative Offices on July 8, 2026, at 11:00 a.m., for their monthly Safety Committee meeting.

PRESENT

Bryan J. Beppler, Executive Director
Tiffany Shomo, Secretary
Scott Conahan, Police Department Representative
Andrew Pasko, Road Department Representative, via phone conference
William Lehmann, Richland Fire Department

ABSENT

Todd Shaffer, Road Department Representative
Kevin Gaudlip, Police Department Representative
Wesley Meyers, Richland Fire Department

APPROVAL OF PRIOR MONTH'S MEETING MINUTES – June 10, 2026

Mr. Lehmann moved to approve the minutes of June 10, 2026 as distributed, seconded by Mr. Conahan. All in favor. Motion carried.

OLD BUSINESS

Police Parking Lot

The water issue near the sidewalk, where pooling creates a potential icing hazard during the winter, needs to be corrected. The road crew should complete this work before winter weather arrives. The goal is to begin addressing the issue within the next month.

NEW INCIDENTS OR NEAR MISS REPORTS

June 16, 2026 @ 9:58 am – Police Department: An employee was walking down a hallway and their ankle gave out causing a trip and fall to the ground. Upon review of the video and witnesses in the office, there were no hazards (slippery, spills, wet floor, obstructions, etc.) present that caused the incident.

Root cause(s):

1. Ankle gave out causing tripping incident

Corrective action(s):

1. Maintain balance
2. Wear proper foot attire for more stability

June 29, 2026 @ 11:00 am – Francis Street: A Public Works employee, while assisting a backhoe operator on a stormwater job, was knocked over when the machine's stabilizer shifted and hit the back of the employee's right ankle causing him to fall to the ground. At the time of the incident, the injured employee was at ground level providing instruction to the operator.

Root cause(s):

1. Bucket caught in ground while digging downhill and stabilizer shifted roughly 1'-2'

Corrective action(s):

1. Be more aware when walking around the machine
2. Don't stand as close to the machine

The Public Works Department discussed the incident as a good eye-opener for everyone on the crew to be more aware to avoid a similar situation in the future.

July 7, 2026 @ 9:00 pm – Fire Department: A ladder mounted on the side of Truck 3 became detached when the mounting bracket failed. The incident occurred while the vehicle was traveling on the on-ramp from Elton Road to Route 219 South. The ladder fell from the truck and bounced on the roadway but did not strike any vehicles or individuals. A motorist traveling behind the truck witnessed the incident. The ladder is scheduled to undergo testing next week, and no obvious damage was observed at the time of the incident. No injuries or property damage resulted.

Root Cause(s):

1. Rubber strap used that has single point of failure

Corrective Action(s):

1. Find solution that is not a single point of failure
2. Possibly mount and use metal u-brackets

NEW BUSINESS

None

SAFETY CONCERNS OR SUGGESTIONS

None

The next safety meeting will be Wednesday, August 12, 2026 at 11 a.m.

Mr. Beppler added that department leads should begin preparing for the 3rd Quarter Site Safety Inspections.

There being no further business, Mr. Lehmann moved to adjourn the meeting at 11:22 p.m. Seconded by Mr. Conahan. All in favor.

Respectfully submitted,

Tiffany Shomo,
Secretary