Proceedings of meeting:

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| FIRE DEPARTMENT: | **MINUTES OF SAFETY COMMITTEE ELECTION MEETING** |

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| Health and Safety Officer: | * Regular meeting | | * Special meeting | Date: |
| Meeting Conducted by: |  |  | Required Quarter Meeting:  FIRST SECOND THIRD FOURTH | |
| Time meeting called to order: | | Time Meeting Adjourned (one hour minimum): | | |
| Firefighter Elected Members | | Management or Officer Members (not to exceed Elected Firefighter Members) | | |
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| AGENDA:  REVIEW SAFETY COMMITTEE FUNCTIONS:  The Department will establish a Health and Safety committee to serve in an advisory capacity to the fire chief.  The Health and Safety Committee will formalize an accident prevention program that will recognize and eliminate the cause of accidents.  The frequency of Health and Safety meetings shall be at least one hour per calendar quarter.  Minutes shall be taken of all Health and Safety meetings and posted on the safety bulletin board.  The number of employer-selected members shall not exceed the number of employee-elected members. Employee members shall be elected by their peers.  Employee submitted written suggestions or complaints shall be considered. Action recommendations by the committee shall be transmitted in writing to the fire chief. The chief or his/her designated agent will reply to the submitter.  The Chief or designee will respond to written suggestions or complaints within 21 days of receipt.  The Health and Safety Committee shall:  (a) Identify situations that may be a source of danger to members.  (b) Investigate complaints of violations of the Health and Safety Policy.  (c) Make recommendations to the Chief of the Department on matters reported to the commit tee  and on rules and regulations promulgated by outside regulatory agencies.  (d) Evaluate Health and Safety rules and regulations established by the Department to comply with  State mandates.  (e) Review the Annual Injury and Illness report for trends.  The following process was used to elect the safety committee:  Ballots for Firefighter Members, Appointment by Chief for Officer Members.  The Elected Safety Committee for the year \_\_\_\_\_ is as follows: |

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| Minutes by: | Next Meeting Scheduled: | Location: |