

**SAFETY COMMITTEE MEMBERS**

Don Cavallo  
Stacey Jackson, Chairperson  
Margot Jordan  
Tim Kay  
Sheri Mendez  
Celeste Wallick



**LEGAL COUNSEL TO THE  
SAFETY COMMITTEE**  
David Watts-Vial

**NOTICE OF MEETING AND AGENDA**

**WASHOE COUNTY SAFETY COMMITTEE**

**CAUCUS ROOM, Washoe County Administration Complex  
1001 E. Ninth Street, Building A, Room A205, Reno, Nevada**

**November 15, 2012  
1:30 PM**

**NOTE:** Items on the agenda may be taken out of order; combined with other items; removed from the agenda; moved to the agenda of another meeting; or may be voted on in a block.  
The Washoe County Caucus Room is accessible to the disabled. If you require special arrangements for the meeting, call the Risk Management Office, 328-2071, 24-hours prior to the meeting.

**Time Limits.** Public comments are welcomed during the Public Comment periods for all matters, whether listed on the agenda or not, and are limited to two minutes per person. Persons are invited to submit comments in writing on the agenda items and/or attend and make comment on that item at the Safety Committee meeting. Persons may not allocate unused time to other speakers.

**Forum Restrictions and Orderly Conduct of Business.** The Safety Committee conducts the business of Washoe County and its citizens during its meetings. The presiding officer may order the removal of any person whose statement or other conduct disrupts the orderly, efficient or safe conduct of the meeting. Warnings against disruptive comments or behavior may or may not be given prior to removal. The viewpoint of a speaker will not be restricted, but reasonable restrictions may be imposed upon the time, place and manner of speech. Irrelevant and unduly repetitious statements and personal attacks which antagonize or incite others are examples of speech that may be reasonably limited.

**Responses to Public Comments.** The Safety Committee can deliberate or take action only if a matter has been listed on an agenda properly posted prior to the meeting. During the public comment period, speakers may address matters listed or not listed on the published agenda. The Open Meeting Law does not expressly prohibit responses to public comments by the Safety Committee. However, responses from the Safety Committee to unlisted public comment topics could become deliberation on a matter without notice to the public. On the advice of legal counsel and to ensure the public has notice of all matters the Safety Committee will consider, the Safety Committee may choose not to respond to public comments, except to correct factual inaccuracies, ask for County staff action or to ask that a matter be listed on a future agenda. The Safety Committee may do this either during the public comment item or during the following item: "Topics for Future Agendas".

Pursuant to NRS 241.020, the Agenda for the Washoe County Safety Committee Meeting has been posted at the following locations: Washoe County Administration Building (1001 E. 9<sup>th</sup> Street, Bldg. A), Washoe County Courthouse-Second Judicial District Court (75 Court Street), Washoe County Central Library (301 South Center Street), and Sparks Justice Court (630 Greenbrae Drive).

Support documentation for the items on the agenda, provided to the Washoe County Safety Committee is available to members of the public at the Risk Management Office (1001 E. 9<sup>th</sup> Street, Bldg. A, 2<sup>nd</sup> Floor, Room A225, Reno, Nevada).

All items numbered below are hereby designated **for possible action** as if the words “for possible action” were written next to each item (NRS 241.020). An item listed with asterisk (\*) next to it is an item for which no action will be taken.

**1:30 p.m.**

1. \* Roll Call
2. \* Public Comment. Comment heard under this item will be limited to two minutes per person and may pertain to matters both on and off the Safety Committee agenda. The Safety Committee will also hear public comment during individual action items, with comment limited to two minutes per person. Comments are to be made to the Safety Committee as a whole.
3. Approval of the agenda for the Washoe County Safety Committee meeting of November 15, 2012.
4. Approval of the Washoe County Safety Committee meeting minutes of June 21, 2012.
5. Introduction of the new Washoe County Risk Management Analyst, Celeste Wallick.
6. County Code 65.150, County Safety Committee: Creation; purposes.
7. County Code 65.160, County Safety Committee: Composition; terms of office of members; chairman.
8. Safety Program Update.
9. Safety First Aid Kits Memo.
10. Industrial Injury Summary Report.
11. Topics for future agendas.
12. \* Public Comment. Comment heard under this item will be limited to two minutes per person and may pertain to matters both on and off the Safety Committee agenda. The Safety Committee will also hear public comment during individual action items, with comment limited to two minutes per person. Comments are to be made to the Safety Committee as a whole.
13. Adjournment.

- Safety
- Insurance



# WASHOE COUNTY

*"Dedicated to Excellence in Public Service"*

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## **SAFETY COMMITTEE MEETING MINUTES OF JUNE 21, 2012**

The Washoe County Safety Committee Meeting convened at 1:03 p.m. in regular session in the HR Large Conference Room, Washoe County Administration Complex, 1001 E. Ninth Street, Building A, Room A210, Reno, Nevada.

### **1. Roll Call.**

**Don Cavallo called the meeting to order. Members present were:**

Don Cavallo, Jim Caughron, Chairperson Stacey Jackson, and Sheri Mendez

**Legal Counsel to the Committee present was:**

None

### **2. Public comment.**

**Agenda Subject: "Public Comment. Comment heard under this item will be limited to two minutes per person and may pertain to matters both on and off the Safety Committee agenda. The Safety Committee will also hear public comment during individual action items, with comment limited to two minutes per person. Comments are to be made to the Safety Committee as a whole."**

There was no response to the call for public comment.

### **3. Approval of the agenda for Washoe County Safety Committee meeting of June 21, 2012.**

There was no response to the call for public comment.

On motion by Ms. Mendez, seconded by Mr. Caughron by which motion duly carried, it was ordered that the agenda be approved.

### **4. Approval of the Washoe County Safety Committee meeting minutes of March 15, 2012.**

There was no response to the call for public comment.

Ms. Jackson advised there is a typographical error in her name in agenda item number 5. Ms. Jackson's first name is spelled Stacey.

On motion to move forward with the correction to Ms. Jackson's first name by Mr. Caughron, seconded by Ms. Jackson by which motion duly carried, it was ordered that the minutes be approved.

### **5. Citizen Complaints regarding Washoe County Employee Drivers**

- Social Services, Child Protective Services, Date of Incident: May 9, 2012

Mr. Caughron reported that an employee was driving to drop off a child to their daycare facility, and almost hit someone who was in the crosswalk. Mr. Caughron contacted Social Services and spoke with Ida Peeks. She is going to counsel the employee and possibly send them back to drivers training class.

- Technology Services, Date of Incident: May 8, 2012

Mr. Caughron reported that an employee cut off a citizen and his wife and made them very nervous. Mr. Caughron spoke with Technology Services and they said they will counsel him and possibly send him to drivers training class. The employee was an intern.

Mr. Cavallo wanted to know if an intern is subjected to driver's training before they are allowed to drive a County vehicle. Mr. Caughron said an intern has up to 90 days to schedule and take driver's training. Most interns have been taking the class within 30 to 60 days after they are hired. Mr. Cavallo asked if the interns are non-paid volunteers for the County. Mr. Caughron said they do get paid and that is why they are allowed to drive a County vehicle. Most of the interns are hired by UNR and are covered under UNR's insurance policy. If an intern is hired by Washoe County, they are covered by Washoe County's insurance policy. UNR interns are not allowed to drive a County vehicle, but they are allowed to ride along with a County employee. UNR interns may drive a County vehicle if they have permission from the Risk Manager or County Manager.

### **6. Ask.Washoe question dated May 21, 2012 regarding Risk Management and OSHA.**

Mr. Caughron said that Katy Simon asked him to do a study on how much money the County spends on first aid kits throughout the County. Mr. Caughron reported that the County spends approximately \$2,000 a year, but every department is doing their own thing. Some departments have a contract with Safety First and some people are going to Wal-Mart to buy their first aid kits.

Mr. Caughron prepared a memo to Ms. Simon to let her know what items OSHA requires in a first aid kit. OSHA does not require any over the counter medicines. We are not a pharmacist or drug store, so we are not obliged to provide over the counter medicines.

Mr. Cavallo asked if this is the second question in relationship to the County supplying safety kits within their departments. Didn't we have a question about this six to eight months ago? Mr. Cavallo thought we dealt with it then. Are we assuming that this question is a follow-up that there is not a satisfactory resolution to what we discussed before? We discussed before, that some people contract and that it is very expensive, and that we are better off going to Wal-Mart and using the County's procard to buy band aids, eye solution, and things like that. Again, we did discuss in detail, no dispensing of any medications, even over the counter medications such as aspirin.

Mr. Caughron said that we did bring this up to the committee about three meetings ago. Then he sent an email to Ms. Simon to let her know what the committee discussed. She asked Mr. Caughron to take it back to the committee and get an idea of what we are supposed to get, and so we did that. This is the final follow-up on the memo to Ms. Simon.

Ms. Jackson asked if the items listed in the memo are the only things that should be in the first aid kit. Mr. Caughron said yes. Mr. Cavallo asked how this information is going to be dispensed to the County in general, maybe via HR Reps. Mr. Caughron said it should come from the committee either from Ms. Mendez or Ms. Jackson. Mr. Caughron said that it may have been passed out at the last department head meeting, but Mr. Cavallo said that it was not. Mr. Cavallo said that the turnout at the department head meetings is not always 100%. Ms. Mendez said she didn't think the department head meetings was the right venue for distributing this information. She thought the HR Reps might be a better choice. Mr. Cavallo agreed and recommended to copy the department heads. Ms. Jackson said that she already told her HR Rep that this information was going to be distributed, and that her HR Rep has been waiting for something official to be distributed.

Ms. Mendez said we will work on getting this information distributed to the HR Reps and will copy the department heads. She would rather see this information come from the Safety Committee and will say, "Under OSHA standards, here are the items that must be in your safety kit and these are the items that are not allowed in your safety kit."

Ms. Mendez moved to have Ms. Jackson put something together for her signature and distribution to the HR Reps, that includes items that should be included in the safety kits to meet OSHA standards and those things that are not to be included in the safety kits, such as over the counter medications. Ms. Jackson seconded the motion, but asked if she could amend that motion to state that departments should get rid of existing restricted medications. Mr. Cavallo said we should include a hold harmless statement, and that our Deputy DA would probably concur with that.

Mr. Cavallo asked Mr. Caughron to discuss the wording of this document with DDA David Watts-Vial. Mr. Caughron said he would send Mr. Watts-Vial an email. Then Mr. Cavallo said Ms. Jackson should review it and send it out.

Motion was approved by all.

## **7. Safety Committee information now located on the Washoe County's intranet and internet.**

Mr. Caughron reported that in the past he has been trying to get safety tip information on the County line/intranet. He gave a lot of safety tips to Chris Matthews, but he is not sure if Mr. Matthews received it or put it on the intranet. He will double check with Mr. Matthews and make sure the safety tips gets posted on the intranet. Mr. Cavallo reminded the committee that Mr. Matthews is leaving the County soon.

Ms. Mendez said there is an effort right now to get a Risk Management page up to speed, and to make information more available to employees on the intranet and to the public on the internet. Of course, we are not encouraging on the internet for people to file claims, so there is more limited information on the public site. On the intranet there is information, such as fill-in workers' comp claims forms, available to staff.

We are working on making a lot more information available to employees and the public on our Finance pages. We have been really good about this on the Comptroller's and Budget side, but on the Risk side there hasn't been a lot of information out there.

### **8. Items to be discussed for future agendas.**

Ms. Mendez wants to give an update on where we are going with the safety program. After Mr. Caughron leaves us on July 2, 2012, we need to figure out what we are going to do. She is possibly looking at options to outsource some of the safety functions, such as training and inspections.

### **9. Public Comment**

**Agenda Subject: "Public Comment. Comment heard under this item will be limited to two minutes per person and may pertain to matters both on and off the Safety Committee agenda. The Safety Committee will also hear public comment during individual action items, with comment limited to two minutes per person. Comments are to be made to the Safety Committee as a whole."**

Mr. Cavallo wanted to thank Mr. Caughron, since he is ready to retire and won't be at the next meeting. Mr. Cavallo thanked Mr. Caughron for all he has done, not only for the County as a whole, but for the safety of the County, and for all the hard work he has put in this committee. He has made it easy for the chairman, as Carol has and does also.

Mr. Caughron said he has enjoyed his eleven years here, but it is time to retire. Ms. Mendez concurred with Mr. Cavallo and thanked Mr. Caughron for all his work.

Mr. Caughron will get a roster to Ms. Mendez, with all the committee members' names and when their term expires.

### **10. Adjournment – 1:20 p.m.**

There being no further business to come before the committee, on motion by Ms. Mendez and seconded by Mr. Caughron with no opposition by members, Mr. Cavallo ordered that the meeting be adjourned.