



**COMPTROLLER**  
**Risk Management Division**

- Safety
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**WASHOE COUNTY**  
*"Dedicated to Excellence in Public Service"*

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**SAFETY COMMITTEE MEETING MINUTES OF JULY 16, 2015**

The Washoe County Safety Committee Meeting convened at 1:48 p.m. in regular session in the Comptroller Conference Room, Washoe County Administration Complex, 1001 E. Ninth Street, Building D, 2nd Floor, Reno Nevada.

**1. \* Roll Call.**

**Don Cavallo called the meeting to order.**

**Members present were:**

Celeste Wallick, Risk Management Analyst and the County Safety Officer  
Don Cavallo, Public Administrator and the representative for the department heads  
John Sabo, representative for the Washoe County Sheriff's Deputies Association  
Carla Fells, representative for the Washoe County Employees' Association

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

Keith Munro

**Guest present was:**

Allison Gordon, Internal Auditor

**2. \* Public comment.**

There was no response to the call for public comment.

**3. Approval of the Washoe County Safety Committee meeting minutes of March 19, 2015.**

On motion by Ms. Fells, seconded by Ms. Wallick by which motion duly carried, it was ordered that the minutes be approved.

**4. Review and discuss Industrial Injury Summary Reports. Discussions will include recommendations of the Committee for prevention of work-related injuries or illnesses.**

Mr. Cavallo turned the topic over to Ms. Wallick who referred to the first report, the Summary of Lost Time Claims. This report shows employees who have received temporary or permanent disability for the current calendar year. Though the claim may have been filed in a previous year, the employee has missed time during this calendar year. It was noted that the Sheriff's Office has the highest number of these claims due to the nature of their work. It was added that the majority of those injuries are strains and tears that are an unavoidable hazard of that line of work.

Ms. Wallick next referred to the Injury Reports by month and pointed out that the reports include incidents in which no medical treatment was sought. She mentioned that these reports

are the primary reports for the Committee in regard to the corrective action to aid in prevention of similar injuries in the future.

Ms. Fells pointed out the item “fall when ball being used as chair broke.” She questioned if Washoe County is approving such alternative seating. Ms. Wallick answered that the County itself is not approving these chairs, but that departments are starting to allow people to bring in such chairs. She stated that the basic guidelines are that the ball be mounted on a base and be non-poppable. Ms. Fells questioned if the employees are bringing in a doctor’s note stating that alternative seating is required for them. Ms. Wallick said that departments are starting to look for that. It was discussed that a policy should be put in place with seating guidelines and liability responsibilities to avoid County work comp claims derived from alternative seating accidents. Ms. Wallick stated that she would consult with Human Resources to look into setting guidelines for Department Heads to follow regarding alternative seating for employees.

There being no further questions on the monthly reports, Ms. Wallick referred the Committee to the Work Comp Claim History report. The report was compiled on June 30, 2015, and at that time the 2015 claim total was 188. As of the date of the committee meeting, that total is 192. We are still down from prior years. Currently there are 139 open claims. Mr. Cavallo noted that, not only are the numbers of claims going down, but the money paid out is also decreasing.

The next report for discussion was the department breakdown of the entire fiscal year as of June 30. There are four claims that have come in since the report was generated, which will be reflected in the next meeting’s reports. The five departments with the most injuries have been broken down by type of injury. Mr. Cavallo noted that many of the more common injuries are slips, trips, and falls which are accidental, while moving and lifting injuries are trainable to prevent. Ms. Wallick suggested making the department breakdown available at the Department Head Meetings. Mr. Cavallo confirmed that it would be valuable information and could be added as an item for those meetings. It was discussed that the Manager’s Office would need to be contacted to add the item to the next Department Head Meeting agenda.

The final report is the fiscal year comparison of claims of the last three years. Included are the number of Claims, Incident Reports, and Denied Claims. Denied claims are tracked to show that not all claims are automatically denied. Ms. Wallick noted that the County’s numbers are in line with the industry standard of denied versus paid claims.

#### **5. Discussion of Safety website presence on Association websites.**

Mr. Cavallo reminded the members that the previous discussion pertained to placing banners on Association websites with Safety information. Ms. Wallick indicated that she had not heard from any of the Associations requesting content. Ms. Fells indicated that the WCEA website is in the process of being redesigned alongside their new logo contest. She indicated that she would discuss adding Safety content to the new website with John Andrews, who maintains the website. Mr. Cavallo clarified that there only needs to be room for a banner that people can click on to get to the Safety internal site information for employees, as many employees are unaware the information is available.

Ms. Wallick asked Deputy Sabo if the Sheriff’s Deputies Association has a website. He indicated that they do, though he is not sure if it is up yet, and that he would discuss adding a

banner to the site with Cameron Wagner who is in charge of the website. It was discussed that the information should not be added to the Sheriff's website as that site is available to the public. The safety information should be available to employees only. It was clarified that the information the Committee is trying to communicate is that a Safety Committee exists and to provide information on what they do and can do for the employees. Deputy Sabo indicated that there is a block of time at the Sheriff's Deputies Association meetings which allows members to discuss committees they are on, and that he does bring Safety Committee information to the table on occasion. The Committee voiced its appreciation.

#### **6. Discuss adding more earthquake kits throughout County buildings.**

Ms. Wallick indicated that towards the end of the previous fiscal year there were some funds available and she had considered the possibility of using those funds to purchase additional earthquake kits, but had wanted to discuss it with the Committee. As the fiscal year has ended, that is no longer an option, but she wanted to keep the item on the agenda to discuss the kits. A discussion was held regarding the contents of the kits and the cost of each kit, which is currently priced at \$1,400 per kit. At this time, she would like to table the discussion of additional kits and suggested that in the future, there be some discussion of where safety funds should be used for the benefit of employees.

Mr. Cavallo suggested that the location of the existing kits be added to the escape maps that have already been developed for each department. He also suggested that more consideration for placement of kits should be concentrated on two-story buildings and those structures that are a higher earthquake risk. A discussion was held regarding who should be trained to use the contents of the earthquake kits and it was suggested that the Safety Reps of each department be offered the training. Ms. Fells suggested discussing the training with Aaron Kenneston, the County's Emergency Manager.

It was decided to discuss the location of the existing earthquake kits and the training of individuals to use the kits at a later date.

#### **7. Topics for future agendas.**

There were no future agenda topics suggested.

**8. 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.

#### **9. Adjournment – 2:16 p.m.**

There being no further business to come before the committee, Mr. Cavallo asked for a motion to adjourn. Ms. Wallick moved to adjourn the Safety Committee meeting. Ms. Fells seconded. With no opposition, the motion carried. Mr. Cavallo adjourned the meeting.