



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

- Safety
- Insurance

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

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**SAFETY COMMITTEE MEETING MINUTES OF NOVEMBER 19, 2015**

The Washoe County Safety Committee Meeting convened at 1:30 p.m. in regular session in the Comptroller's Large Conference Room, Washoe County Administration Complex, 1001 E. Ninth Street, Building D, 2nd Floor, Reno, Nevada.

**1. \* Roll Call.**

**Carla Fells called the meeting to order.**

**Members present were:**

Celeste Wallick, Risk Management Analyst and the County Safety Officer  
Carla Fells, representative for the Washoe County Employees' Association  
Angela Penny, representative for the Washoe County Nurses' Association  
Lieutenant Marc Bello, representative for Washoe County Sheriff's Supervisor's Association

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

Keith Munroe

**Guests present were:**

Brad Kaneyuki – GIS  
Nikki Berry – District Court

**2. \* Public comment.**

There was no response to the call for public comment.

**3. Approval of the Washoe County Safety Committee meeting minutes of October 8, 2015.**

Review of minutes deferred to next meeting.

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

Lost time claims for this fiscal year and include claims from prior years that have resulted in lost time in this fiscal year.

Regarding the injury reports, a discussion was held regarding the voice hoarseness claim on the September 2015 report. The incident incurred as a result of calling out to clients in the clinic lobby.

(Note that Joey Orduna Hastings, Risk Manager, joined the meeting at 1:36.)

The discussion continued that the department is looking into a speaker system to reduce voice strain in that area.

The remaining pages were reviewed and it was noted by Celeste Wallick that the Library has had a spike in injuries since the last report, mostly due to inattention.

Lt. Bello questioned the nature of the three altercation incidents in Social Services. Ms. Wallick explained that it was a single incident at their facility involving a violent individual. She noted that there is a request out to the Sheriff's Office to look into providing self-defense and de-escalation training for Social Services and the Senior Center. Lt. Bello confirmed that the request has been received by the Sheriff's Office and is being looked at. Ms. Hastings added that the Manager's Office has initiated a County-wide security project. There is an opportunity for shared resources from that initiative.

**5. Discuss the Washoe County Safety Committee composition for the calendar year 2016. Reference Washoe County Code 65.160.**

Ms. Wallick stated that this topic is included to address the January selection of a new Chairman for the Committee for calendar year 2016. Each year the Committee is to also rotate in a labor organization that is not currently represented. She recommended outreach to determine interest of the organizations to be represented. (A handout of a drafted letter to the organizations was distributed and has been included in the supporting meeting materials.) She suggested that a written confirmation be received by the Committee of the representatives from the organizations that are required to attend. She is also requesting that each organization provide an alternate representative. It was discussed that the request for confirmation should come from the Safety Committee. Ms. Hastings requested that Manager Slaughter be added to the letter as he has an appointment to the Committee.

Ms. Wallick suggested additional representatives from Human Resources and Facilities be included on the Committee. It was determined that any addition would require a code change. It is noted that the topic of recommended code change will appear on the next agenda. It was also noted that in the case of an even number of representatives in a voting situation, a 5/3 vote would be required to pass a motion.

Ms. Wallick called for the Committee to suggest items for code change discussion at the January 2016 meeting. Items suggested were:

- Representation on the Committee for employees not represented by a labor union
- Appointing authority of the Committee
- Change of code wording from "or" to "and" in regard to the representation of the Sheriff's Association and the Sheriff's Supervisory Association
- Addition of a Facilities representative

**6. Discuss and recommend improvements for communication of Safety issues to employees.**

Current communication includes one on one department training and monthly department safety representative meetings. Ms. Wallick asked if there is interest in continued pursuit of sending out an employee-wide communication after each Committee meeting highlighting the meeting topics and discussion. She also called for discussion of Association communication regarding safety topics. Ms. Fells stated that the WCEA has been discussing adding banners to their website, but did not have a quorum at their most recent meeting to vote. Lt. Bello stated that the Sheriff's Supervisory Association does not have a website. Ms. Hastings suggested posting the agenda and minutes of the Safety

Committee to the employee website in addition to the public website. The Manager's Monday Memo and the department HR Representatives are also plausible modes of communication. It was agreed that websites are the better form of communication as opposed to presentations at Association meetings.

**7. Discuss Automated External Defibrillators (AEDs) and Earthquake Kits in Washoe County buildings.**

Earthquake kits are not widely distributed on County sites. The per-unit cost is \$1,500. Other options start at \$120. It is necessary to determine where such emergency kits should be located.

An immediate decision is required from the County regarding AEDs. Currently, Risk Management only supports 12 of the hundred or more units that were distributed in 2004. The unsupported units require the departments where they are located to fund replacement batteries and pads. As of December 31, 2015, the AEDs in the County will be obsolete. Replacement batteries and pads will no longer be available.

Ms. Wallick recommended that a sub-committee be formed to discuss County-wide options for earthquake/emergency kits, AEDs, and First Aid kits. The sub-committee does not need to consist only of Safety Committee members. One or two meetings of the sub-committee should be sufficient to resolve this issue. It was confirmed that Emergency Manager Aaron Kenneston has been included in the conversation. Ms. Hastings requested adding a discussion of shelter in place kits. Ms. Wallick asked to be contacted by parties interested in serving on the sub-committee.

**8. Topics for future agendas.**

- Code changes
- Emergency kit sub-committee
- Self-defense training
- Presentation of Internal Audit
- Election of Committee Chairman

**9. 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.

**10. Adjournment – 2:19 p.m.**

There being no further business to come before the committee, Ms. Fells motioned to adjourn. Ms. Hastings seconded. With no opposition, the motion carried and the meeting was adjourned.