

- Safety
- Insurance



# WASHOE COUNTY

*"Dedicated to Excellence in Public Service"*

## **SAFETY COMMITTEE MEETING MINUTES OF JANUARY 21, 2016**

The Washoe County Safety Committee Meeting convened at 1:35 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.**

**Celeste Wallick called the meeting to order.**

**Members present were:**

Celeste Wallick, Washoe County Risk Analyst

Cathy Hill, Washoe County Comptroller and Risk Manager

Joey Orduna-Hastings, Washoe County Department Head Representative

Anne Stoll-Thompson, representative for the Washoe County Employees' Association

Carla Fells, alternate representative for the Washoe County Employees' Association

John Sabo, representative for the Washoe County Sheriff Deputies' Association (entered at 1:39)

Angela Penny, representative for the Washoe County Nurses' Association (entered at 1:40)

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

Mary Kandaras

**Public present was:**

Laura Bayer, Truckee River Flood Management Authority

### **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 and November 19, 2015.**

Ms. Kandaras noted a correction for page 2 of the October 8, 2015 minutes (page 4 of the packet). The motion to determine items that will enhance communication was made by Carla Fells, not Mary Kandaras

Ms. Hastings suggested moving the record note of her 1:36 entrance into the November 19, 2015 meeting/discussion to the top roll call in parentheses as a matter of style choice.

Ms. Hastings made a motion to approve the minutes of the October 8, 2015, and November 19, 2015, Safety Committee Meetings with noted corrections. Ms. Fells seconded the motion. With no public comment and no opposition from the Committee Members, the motion carried.

(NOTE: Approved corrections have been made.)

**4. Welcome and introduction of new Safety Committee members.**

Ms. Wallick opened the floor to new members of the Committee for 2016.

Cathy Hill introduced herself as the Risk Manager and Comptroller. Anne Stoll-Thompson introduced herself as the new representative for the Washoe County Employees' Association. Joey Orduna-Hastings introduced herself as the Washoe County Department Head Representative.

**5. Election of the new Safety Committee Chairperson for 2016.**

Ms. Wallick introduced the topic by reminding the Committee that the code requires the election of a new Chairperson each January. She opened the floor to nominations.

Ms. Kandaras added that she would present open meeting law information at the next meeting to assist the newly elected Chairperson. The role of the Chairperson was discussed.

Anne Stoll-Thompson was nominated, and after a call for public comment, there being none, Ms. Hastings moved to elect Ms. Stoll-Thompson as Chairperson of the Safety Committee for 2016. After a second by Ms. Hill, the motion passed unanimously.

**6. Review and discuss the legal authority requiring the creation and purposes of the Safety Committee and possible changes to County Codes 65.150 thru 65.190.**

Ms. Stoll-Thompson called for public comment. Hearing none, Ms. Kandaras began the discussion by reviewing the legal authority of the Safety Committee, referring to Chapter 618 of the NRS. She noted that a Safety Committee is required for any organization with 25 or more employees. She then referred the Committee to County Codes 65.150 thru 65.190 which were reviewed.

The question was raised as to whether or not there is still an Accident Review Board. After discussion, it was determined that such a Board is not in current County Code, but Ms. Wallick said she would look into its existence in the past to determine if such should be reinstated.

Ms. Wallick continued that a change to the County Code that has been discussed in the past is the specific make-up of the Committee, including number of members and areas from which those members are pulled. She asked the Committee to review the codes and consider changes. Ms. Kandaras suggested reviewing the language regarding who can be considered a Department Head for the purpose of the Committee. She asked that any suggestions be sent to her and she will draft any proposed language necessary.

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

Ms. Stoll-Thompson called for Public Comment. Laura Bayer of Truckee River Flood Management Authority answered the call for comment by describing a recent injury sustained in Building A and to request action to correct the hazard. It was discussed that there is a plan in place to remove the hazard from the Building.

It was noted that there are multiple incidents involving unsafe walking surfaces. It was determined that ice was the largest factor in those incidents. The ice and snow removal plan is being

looked at by Public Works. It was confirmed that employees are responsible for spreading ice melt on sidewalk and walking path areas.

**8. Discuss and recommend safety goals for 2016.**

Ms. Wallick asked that the Committee consider what goals should be pursued for 2016. As an example, communication with employees was a goal for 2015 and has been successfully improved. AED's and earthquake kits are still under discussion. Newly implemented policies need to be reviewed. Self-defense training for employees in the field is still being pursued. Further security issues were discussed.

Ms. Wallick also asked that the Committee consider any suggestions / changes that require a budgetary consideration. It was suggested that perhaps training be fielded through Risk Management so that the budget issue is not the individual department's determination.

**9. Topics for future agendas.**

- Open Meeting Law review

**10. 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.

**11. Adjournment – 1:58 p.m.**

There being no further business to come before the committee, the meeting was adjourned by Ms. Stoll-Thompson.