

SAFETY COMMITTEE MEMBERS

Don Cavallo
John Sabo
Marc Bello
Carla Fells
Angela Penny
Joey Orduna Hastings
Celeste Wallick



**LEGAL COUNSEL TO THE
SAFETY COMMITTEE**
Mary Kandaras

NOTICE OF MEETING AND AGENDA

WASHOE COUNTY SAFETY COMMITTEE

**Washoe County Administration Complex
1001 E. Ninth Street, Reno, Nevada
Comptroller's Large Conference Room, Building D, Second Floor**

**January 21, 2016
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 Comptroller's Large Conference Room is accessible to the disabled. If you require special arrangements for the meeting, call the Risk Management Office, 328-2665, 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. 9th Street, Bldg. A); Washoe County Courthouse-Second Judicial District Court (75 Court Street); Washoe County – Reno Downtown Library (301 South Center Street); Sparks Justice Court (1675 E. Prater Way, Ste. 107, Sparks, NV); the Washoe County website (www.washoecounty.us/comptroller/board_committees/safety_committee) and the Nevada Public Notice Website (<https://notice.nv.gov>).

Support documentation for the items on the agenda, provided to the Washoe County Safety Committee is available to members of the public by contacting Jeri Renshaw at the Comptroller's Office (1001 E. 9th Street, Bldg. D, 2nd Floor, Room 200, Reno, Nevada), or phone 775-328-2665.

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 Washoe County Safety Committee meeting minutes of October 8, 2015 and November 19, 2015.
4. Welcome and introduction of new Safety Committee members.
5. Election of new Safety Committee Chairperson for 2016.
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.
7. Review and discuss Industrial Injury Summary Reports. Discussions will include recommendations of the Committee for prevention of work-related injuries or illnesses.
8. Discuss and recommend safety goals for 2016.
9. Topics for future agendas.
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.
11. Adjournment.



COMPTROLLER
Risk Management Division

- Safety
- Insurance

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"Dedicated to Excellence in Public Service"

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SAFETY COMMITTEE MEETING MINUTES OF OCTOBER 8, 2015

The Washoe County Safety Committee Meeting convened at 1:30 p.m. in regular session in the Slide Mountain Meeting Room, Washoe County Administration Complex, 1001 E. Ninth Street, Building A, 2nd Floor, Community Services Department, Reno, Nevada.

1. Roll Call.

Don Cavallo called the meeting to order.

Members present were:

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

Legal Counsel to the Committee present was:

Mary Kandaras

Guest present was:

Allison Gordon, Washoe County 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 July 16, 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 discussion of purposes and duties of the Safety Committee as listed in Washoe County Code 65.150 with possible direction about implementation of its mandates.

Ms. Kandaras recommended this topic for the Agenda to discuss what the Safety Committee does and to discuss ideas to give the Committee a more visible presence. The Committee serves in an advisory capacity to the BCC in matters relating to the County officers, employees, etc. The Committee's duties include communicating policy to the officers, employees, etc., and review of accidents including Workers' Comp.

It was questioned and confirmed that all drivers' records are confidential and retained only by Risk Management. Documents sent to employees are marked as Confidential. Any documents that would be presented to the Committee would be redacted for confidentiality.

Only the incident would be discussed, not the individuals involved. Mr. Cavallo stated that the code specifically states that the Committee does not recommend disciplinary action, only recommendations for prevention of such incidents in the future. Ms. Fells added that code does dictate that any action would need to involve the District Attorney's office.

It was further discussed that incidents are varied and only if there is a significant trend, would a specific type of injury or accident be called to the table as an agenda item for review. Any single incident involving a large number of employees would also be reviewed by the Committee. Ms. Wallick suggested that any incident when a contractor is involved should be reviewed. Issues such as icy parking lots, employees crossing busy streets, snow conditions, etc. are most common topics of Committee review as opposed to in-depth individual incident reviews.

It was questioned if a Safety Committee is required or needed by the County. Ms. Wallick stated that the primary difference between the Safety Committee and other County bodies is that the Committee's goal is to provide outreach to employees and offer a forum for them to communicate their safety concerns.

A discussion was held regarding placement of banners and or links regarding safety information on Association websites. Also discussed was the suggestion of adding a Safety item to Association meeting agendas. E-mailing employees regarding safety issues is an item that is pending clearance by the Manager's Office. Classes are beginning in November for the Department Safety Reps which will assist with employee communication. It was recommended that employees be re-introduced to the existence of the Safety Committee after 6 months or a year from their start date with the County.

Ms. Fells made a motion for Ms. Kandaras to research federal and state laws as they relate to the county code on what the purpose and the origin of the Safety Committee are and what the duties of the Committee should be. Ms. Wallick noted that a Safety Committee is required by OSHA for any organization of 25 or more employees. Mr. Cavallo seconded the motion and called for a vote. Being unopposed, the motion carried.

Ms. Kandaras made a motion for Ms. Wallick to determine items that will enhance communication of the Safety Committee's mission and report back to the Committee at the next meeting. Mr. Cavallo seconded and called for a vote. Being unopposed, the motion carried.

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

Ms. Wallick called for questions or comments on the reports. It was questioned if the Committee can recommend County policy. It was determined that background information would need to be gathered to present any policy change recommendations to the Board of County Commissioners.

Ms. Wallick noted that some number reporting could have a discrepancy as the reports from the Third Party Administrator are often delayed and the true number may not be reflected on the reporting on page 10 of the meeting packet. The injury reports on pages 8 and 9 of the meeting packet are the accurate numbers as of September 1, 2015.

It was questioned as to whether or not there was a specific reason that the August injuries were up. Ms. Wallick noted that there is not a specific type of injury trend. Mr. Cavallo noted that the trends over all are down.

6. Discuss active shooter training for employees.

Ms. Fells began the discussion by stating that there are employees who are unarmed and are going to potentially hostile environments when they are required to do house visits. These employees include social workers, code enforcers, animal control, and nurses. She suggests training on how to recognize potential danger and how to handle such situations should they escalate. Ms. Wallick noted that she has reached out to the Sheriff's Office to organize some training, including some possible self-defense classes. It was further discussed that there is very little training offered to non-law enforcement employees who are in the field. Deputy Sabo suggested that the Sheriff's Office may be able to identify and communicate red zone areas and residences. Mr. Cavallo suggested that the first step should be to determine which departments are the most at risk, and then make recommendations for further training.

7. Topics for future agendas.

- Audit report from Alison Gordon.

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 – 2:31 p.m.

There being no further business to come before the committee, Mr. Wallick motioned to adjourn. Mr. Cavallo seconded. With no opposition, the motion carried and the meeting was adjourned.



- Safety
- Insurance

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.

WASHOE COUNTY CODE
CHAPTER 65
SAFETY AND DISASTER SERVICES
CODES FOR CONSIDERATION: 65.150 – 65.190

65.150 County safety committee: Creation; purposes.

1. The county safety committee is hereby created.

2. The purposes of the county safety committee are to:

(a) Serve in an advisory capacity to the board of county commissioners, the county manager, the county safety officer and the county risk manager in all matters relating to safety and health of county officers, employees and volunteers.

(b) Communicate safety policies to all employees and volunteers.

(c) Review the report of the risk manager of the accidents or incidents pursuant to the driver's selection training policy upon the request of a person authorized by this chapter to request review. Following the requested review the safety committee may accept, reject, amend or modify the report of the risk manager.

(d) Review all on-the-job accidents or injuries which result in lost time compensation pursuant to the county's workers compensation program, and all accidents or incidents referred by the county safety officer or county risk manager. Where deemed necessary by the committee, the county safety committee may conduct additional evaluations. The county safety committee may recommend employee counseling, training or corrective measures, and other future accident-prevention or loss-control measures.

(e) Review and recommend action on all safety issues brought before the safety committee.

3. The county safety committee does not recommend any disciplinary measures. Any discipline shall, subject to applicable personnel rules, be imposed as appropriate by the responsible supervising Authorities and reviewed in accordance with county policy by the personnel division.

[Part '2, Ord. No. 237; A Ord. Nos. 381, 656; repealed '2, Ord. No. 987; reenacted, renumbered and amended '16, Ord. No. 987; A Ord. No. 1048; A Ord. No. 1296 eff. 5-5-06]

65.160 County safety committee: Composition; terms of office of members; chairman.

1. The county safety committee consists of seven members and a majority of the committee constitutes a quorum. The committee members are to be selected as follows:

(a) One department head, appointed by the county manager;

(b) One representative of the Washoe County Sheriff's Deputies Association appointed by the association or the Washoe County Sheriff's Supervisory Association;

(c) One representative of the Washoe County Employees' Association, appointed by the association;

(d) One representative of the Washoe County Nurses' Association, appointed by the association;

(e) One representative chosen annually by and from the remaining employee organizations which represent county employees which selection shall be made on a rotating basis among those organizations;

(f) The county safety officer; and

(g) The county risk manager.

2. The term of office of each member of the county safety committee is as follows:

(a) The county safety officer and the county risk manager are permanent members;

(b) The department head, the representative from the sheriff's associations, the representative from the nurses' association and the representative from the county employees' association are 2-year appointments; and

(c) The one representative from the remaining employee organizations which represent county employees is a one-year appointment.

3. At the first meeting of the county safety committee held each year, the committee shall elect a chairman from among its members who shall not be the county safety officer or the county risk manager.

4. Committee members shall make their best efforts to attend all committee meetings. If a committee member, for good cause, is unable to attend a meeting, another employee designated by the member or the member's association may appear and vote in such member's place and stead.

[Part '2, Ord. No. 237; A Ord. Nos. 381, 558, 656, 791; repealed '2, Ord. No. 987; reenacted, renumbered and amended '17, Ord. No. 987; A Ord. No. 1048; A Ord. No. 1296 eff. 5-5-06]

65.170 Meetings of county safety committee.

The county safety committee shall meet every other month and upon the call of the chairman.

[Part '2, Ord. No. 237; A Ord. Nos. 381, 656; repealed '2, Ord. No. 987; reenacted and renumbered '18, Ord. No. 987]

65.180 When member of county safety committee prohibited from participating; effect on quorum and action.

1. A member of the county safety committee shall not participate in the evaluation of an accident involving an officer, employee or a volunteer working under that member's direct supervision. The member shall not participate in such officer's, employee's or volunteer's review and shall not make findings or recommendations regarding that officer, employee or volunteer.

2. When a member of the county safety committee abstains from participating in a matter by virtue of the provisions of subsection 1, the number of members necessary to constitute a quorum, and the number necessary to take action is deemed reduced by the number of persons abstaining.

[Part '2, Ord. No. 237; A Ord. No. 381; repealed '2, Ord. No. 987; reenacted, renumbered and amended '19, Ord. No. 987; A Ord. No. 1048]

65.190 Responsibilities of the county safety committee with respect to accidents and incidents.

1. After an investigation or hearing the county safety committee or the county risk manager or his designee may require additional written information from the officer, employee or volunteer and may interview that person if it deems necessary. The county safety committee or the county risk manager or his designee may request from the sheriff, the district attorney or other appropriate personnel technical assistance for the conduct of additional investigation if deemed necessary.

2. After investigation and evaluation, the county safety committee or the county risk manager or his designee may if deemed necessary submit to the head of the department in which the accident occurred, a recommendation as to whether or not employee counseling, training or non-disciplinary corrective measures should be taken and what other future accident prevention or loss control measures might be taken. The county safety committee may also recommend that the person be required to participate in a driving course. The county safety committee shall make such other recommendations as it deems warranted by the circumstances of each case.

3. A recommendation for employee counseling, training or corrective measures (such as additional defensive driving courses) shall be placed in the employee's personnel file.

4. A department head shall, within seven (7) days after receipt of a safety committee recommendation for employee counseling, training or corrective measures, or other future accident prevention or loss control measures, provide a written response to the risk manager detailing what action, other than employee discipline, has or will be taken.

[Part '11, Ord. No. 237; A Ord. Nos. 381, 656; repealed '2, Ord. No. 987; reenacted, renumbered and amended '20, Ord. No. 987; A Ord. No. 1048; A Ord. No. 1296 eff. 5-5-06]

**WORKER'S COMPENSATION
 TIME LOST FROM WORK IN CY16
 as of 1-14-16**

CURRENT STATUS	DEPARTMENT	DOI	DIAG	MECHANISM	LOST	REST
OFF WORK	COMMUNITY SERVICES	12-3-15	MULTIPLE	STRUCK BY TRUCK DOOR	60	0
FULL DUTY - CLOSURE						
PENDING	COMMUNITY SERVICES	12-10-15	LACERATION	STRUCK BY TOOL	12	0
FULL DUTY	SHERIFF'S OFFICE	1-4-16	FRACTURE	ALTERCATION	6	3
OFF WORK	SHERIFF'S OFFICE	12-19-15	STRAIN	DEFENSIVE TACTICS TRAINING	26	0
OFF WORK	SHERIFF'S OFFICE	6-2-15	IMPINGEMENT	TRAINING	172	24

TOTAL

276 27

REST = ON RESTRICTED DUTY

