



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

- Safety
- Insurance

# WASHOE COUNTY

*"Dedicated to Excellence in Public Service"*

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## **SAFETY COMMITTEE MEETING MINUTES** **COMPTROLLER CONFERENCE ROOM – 2<sup>ND</sup> FLOOR**

**SEPTEMBER 15, 2016**

**1:30 PM**

### **Call to Order**

Chairperson Anne Stoll-Thompson called the meeting to order at 1:30pm.

### **1. Roll Call**

Anne Stoll-Thompson	Chairperson – WCEA representative
Deputy John Sabo	Washoe County Sheriff’s Deputies Association
Angela Penny	Washoe County Nurse’s Association
Celeste Wallick	Washoe County Risk Analyst
Keith Munro	Legal Counsel for Committee (sitting in for Mary Kandaras)

### **Not present**

Cathy Hill	Washoe County Comptroller and Risk Manager
Lt. Mark Bello	Washoe County Sheriff’s Office
Kevin Schiller	Assistant County Manager
Mary Kandaras	Legal Counsel for Committee

### **Public Present**

Nikki Berry – District Court (Note: Ms. Berry joined the meeting at 1:36pm.)

### **2. Public Comment**

There was no response to the call for public comment.

### **3. Approval of minutes from July 21, 2016 meeting**

Changes are requested to:

- Remove Carla Fells from the roll call list as she is an Alternate Representative,
- On Item 9, topics under c (ii) and c (vi) are new items rather than tabled items.
- On Item 9 c (vii) should be part of Section 9 b. Topic c (v) is a duplicate.

Deputy John Sabo made a motion to approve the minutes of the July 21, 2016 meeting with the changes noted here, Celeste Wallick seconded the motion; no opposition, minutes unanimously approved.

## **Open Issues**

### **4. Industrial Injury Summary Reports**

Ms. Wallick opened the discussion and asked for input from the Committee for questions or changes to the report. No input was offered from the Committee.

### **5. Washoe County Code changes**

Code changes were attached to the July 21, 2016 meeting; Chairperson Stoll-Thompson asked if the Committee has reviewed the code. Ms. Wallick has some changes but requested that the item be tabled until the November meeting. Tabling of this item was noted by Chairperson Stoll-Thompson.

### **6. Discussion of Open Meeting Law**

Deputy District Attorney Keith Munro presented on behalf of Deputy District Attorney Mary Kandaras explaining to the Committee the purpose of the open meeting law and that it applies to public bodies. Open meeting law was created by order, statute, and municipal code and county code that allows for public comment and input. Open meeting law applies to this safety committee as this committee makes recommendations to other entities. A meeting is described when a quorum/majority of members get together to talk about subject matter of the committee and deliberates towards an issue brought to the committee. Individual members can discuss topics outside of the committee within certain guidelines. The public requires notice of a meeting and this notice must be posted 3 days before the meeting. The posting must include the date, time and location of the meeting. The meeting must have an agenda which must include a clear and complete statement of topics to be discussed at the meetings, describes which items require action, and clearly denoting action may be taken on those items. Supporting material must be provided for each agenda item, public comment required at the start and at the end of the meeting; minutes or recordings that state date, time and place of the meeting, public members who are present, and substance of what was decided.

The Attorney General prosecutes and notifies parties of any violations of open meeting laws with an opportunity to correct the action. Ms. Wallick questioned the need for recording the meetings or taking minutes of the meeting; Deputy District Attorney Munro informed the committee that either is acceptable with approval of the minutes. Emailing information to the entire committee is acceptable as long as you are not soliciting a decision or deliberating towards a decision.

### **7. Annual review of the Workplace Safety Program and the Driver Policy, and supporting documents**

Celeste Wallick discussed that policies were approved by the BCC last year and informed the committee that this program is mandated by OSHA. An annual review is needed for changes or updates at which point Ms. Wallick solicited the committee for any changes or updates. Chairperson Stoll-Thompson stated that the upcoming code changes should be reflected in the Workplace Safety Program as well. The Workplace Safety Program review is tabled until code changes are made.

Ms. Wallick discussed the Driver Policy and supporting documents to the policy – Authorization to Request Driving Record and Communication and Electronic Device Use Form. Ms. Wallick canvassed the committee for any additional changes as submissions had been previously been received from Cathy Hill and Mary Kandaras. No other input was received. Deputy John Sabo made a motion to approve the Driver Policy and supporting documents; motion seconded by Angela Penny – motion passed unanimously.

### **8. Website revamping**

Celeste Wallick informed the committee that the website has been updated under the intranet site under employee safety. This site includes policies, training, forms, and control plans. Celeste will update with new topics as they arise. CSD is holding daily safety meetings and using the topics from the safety website. Celeste solicited the committee for suggestions to make. Currently, notification to employees about the website is being done through word of mouth at trainings, and discussion with employees as situations arise.

There has not been a formal introduction of what is available. Chairperson Stoll-Thompson recommended using the Manager's Monday Memo. Angela Penny offered adding it to the annual Nurse's Association training. WCEA was to add a link to their site; Celeste will check on the status of the link.

Celeste showed the committee the website and played the emergency action tones for evacuation, shelter-in-place, lockdown, and all clear that have been added on the website.

**9. Employee Notification System**

The employee notification system was covered under the previous item, number 8. The tones are installed only at the 9<sup>th</sup> street complex. The white lights installed in the complex are used for evacuation; the amber lights are used for some other kind of notification such as shelter in place or lockdown. Each tone will have a verbal notification. The County is working on placing speakers on top of the buildings so that people outside the building will receive notifications.

**10. Worker's Compensation Guide**

The completed guide is a result of recommendations made in the worker's compensation audit. The guide is offered as a clearer understanding to employees and supervisors regarding the worker's compensation process. The guide supports the worker's compensation pamphlet. Frequently asked by employees is if employees receive pay for seeking medical attention for a worker's compensation claim. They are instructed that sick leave is to be used when seeking medical services. The committee was sought for changes and recommendations to the guide. No other input was received.

**11. New Management Representative**

Tabled as Mr. Schiller was not present.

**12. Topics for Future Agendas**

- a. Washoe County Code
- b. Workplace Safety Program
- c. Introduction of new management representative

**13. Public Comment**

Nikki Berry from the Second Judicial District Court inquired about the eww website "code red" and if there has been an audit to see if it is working at offsite locations. Also, if there is an issue who should be contacted? Celeste Wallick explained that "code red" is an employee notification system through an outside source. When advised of any incident within 2 blocks of a major county site, 911 can issue a message on the "code red." People may not be getting notifications because some information may not be updated by the employees. The notification will not come from the Manager's office, it will come from the 911 system. Nikki Berry also inquired if exempt versus non-exempt can be broken out for use of sick leave for worker's compensation. Celeste Wallick will review.

No further public comment or discussion.

**14. Meeting adjourned at 2:05pm.**