



**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**

**NOVEMBER 17, 2016**

**1:30 PM**

### **Call to Order**

Chairperson Anne Stoll-Thompson called the meeting to order at 1:38pm.

### **1. Roll Call**

Anne Stoll-Thompson	Chairperson – WCEA representative
Nicole Mertz	Washoe County Nurse’s Association (for Angela Penny)
Celeste Wallick	Washoe County Risk Analyst
Mary Kandaras	Legal Counsel for Committee
Christine Vuletich	Washoe County Manager’s Office

### **Not present**

Cathy Hill	Washoe County Comptroller and Risk Manager
Deputy John Sabo	Washoe County Sheriff’s Deputies Association
Lt. Marc Bello	Washoe County Sheriff’s Supervisory Deputies Association

### **Public Present**

None

### **2. Public Comment**

There was no response to the call for public comment.

### **3. Approval of minutes from September 15, 2016 meeting**

Celeste Wallick made a motion to approve the minutes of the September 15, 2016 meeting, Anne Stoll-Thompson 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. Information given shows changes from the last meeting only, not the beginning of the year. Ms. Wallick expressed that recommendations for safety changes are solicited from the committee. The

committee questioned the approach on repairing uneven surfaces in the parking lot. Ms. Wallick to follow up on the manhole cover outside of the Health Department and to find out from facilities when the parking lot is slated to be resurfaced. Discussion surrounding TPD claims resulted in Ms. Wallick informing the committee that she has added that employees should be aware of “windy conditions” to the defensive driving courses and new employee orientation. No additional input was offered from the Committee. Ms. Stoll-Thompson made a motion to approve the industrial injury summary reports, Celeste Wallick seconded the motion; no opposition, the industrial injury summary reports were unanimously approve.

**5. Washoe County Code changes**

Mary Kandaras informed the committee that Deputy District Attorney Jen Gustafson is working with the County Manager’s office on chapter 5 where the safety committee resides in code. Composition of the group, possible expansion and responsibilities were discussed in the Manager’s office along with the suggestion of quarterly safety meetings were submitted. Mary Kandaras asked that this item be removed from the agenda until the changes are approved by the Manager’s office. Once approved, Ms. Kandaras will bring back to the committee. Ms. Stoll-Thompson made a motion to remove item 5 – Washoe County code changes from future agendas until further action from the Manager’s office, Assistant County Manager Christine Vuletich seconded the motion; no opposition, motion carried unanimously.

**6. Discussion of Workplace Safety Program**

Mary Kandaras, explained that the workplace safety program is available on the County website and asked the committee that in connection with the code changes that this item be removed from the agenda. When the changes in code are accepted, they will be mirrored in the workplace safety program. Nicole Mertz made a motion to remove item 6 – workplace safety program from future agendas until further action from the Manager’s office, Anne-Stoll Thompson seconded the motion; no opposition, motion carried unanimously.

**7. Introduction of Management representative**

Assistant County Manager Christine Vuletich was introduced by Ms. Stoll-Thompson to the committee.

**8. Discussion of recommendations for FY17 safety budget expenditures**

Committee was solicited for recommendations on purchases from the safety budget for the remainder of the fiscal year. Ms. Kandaras inquired about the sidewalk salt that is available for employee use and the request that employees spread the salt outside of the entrances to their buildings; Ms. Kandaras questioned if the employees should be educated on the application of the salt. Ms. Vuletich asked about the history of the County removing the snow from the entrances to the buildings. The question was if it was due to budget cuts and CSD not having the manpower or is it the responsibility of the landscapers to spread the salt. CSD has a policy regarding the actions taken based upon snow accumulation. The committee asked that a video be placed on the County website on how to appropriately walk on the sidewalk during wintery conditions. Railing outside of the building in appropriate locations, safety swag such as pins or t-shirts were suggested. Presentation of such items was discussed. Ms. Wallick informed the committee of previous activities of meeting with departments on a quarterly basis highlighting the improvements made and safety and offered her willingness to re-engage this activity and seek their input.

**9. Topics for Future Agendas**

- a. Outdoor premises/safety
- b. Incentive program
- c. Selection of chairperson

**10. Public Comment**

No further public comment or discussion.

**11. Meeting adjourned at 2:10 pm.**