



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 – 2ND FLOOR

JANUARY 19, 2017

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 |
| Cathy Hill | Washoe County Comptroller and Risk Manager |
| Jan Houk | Washoe County Nurse's Association (for Angela Penny) |
| Celeste Wallick | Washoe County Risk Analyst |
| Mary Kandaras | Legal Counsel for Committee |
| Deputy John Sabo | Washoe County Sheriff's Deputies Association |
| Lt. Marc Bello | Washoe County Sheriff's Supervisory Deputies Association |

Not present

Christine Vuletich Washoe County Manager's Office

Public Present

None

2. Public Comment

There was no response to the call for public comment.

3. Approval of minutes from November 17, 2016 meeting

Cathy Hill made a motion to approve the minutes of the November 17, 2016 meeting, Anne Stoll-Thompson seconded the motion; no opposition, minutes unanimously approved.

Open Issues

4. Outside Premises – Safety

Anne Stoll-Thompson asked the committee for the history of the activity surrounding the removal of the ice from the parking lot and sidewalks prior to the start of the work day. Cathy Hill informed the committee that the company in charge of ice removal was late therefore the members of the risk department, Celeste

Wallick, Doreen Ertell and Russ Bradfield applied ice melt and taped off areas that posed a risk in the courtyard of the complex. Safety committee to work with Dave Solaro and his team to get the company to the complex sooner. CSD also ran out of ice melt causing a delay in the application. Celeste handed out a copy of the snow removal plan from CSD. The plan references that when snow accumulation has reached 1 inch, the snow removal contractor/landscaper is expected to be completed with snow removal services one-half hour before normal operations begin and at the call of the County. Employees are also asked to spread ice melt if they are able. Jan Houk asked who decides in each department which employee should spread ice melt. Celeste Wallick explained to the committee that the decision to spread ice melt is based on who notices the ice issue and who is willing and capable of spreading the ice melt. No one person is designated as the “ice melt” person. The phone number listed for Facilities Management of 328-2170 is a 24 hour number and can be used at any time for any type of facility emergency.

Celeste discussed with the committee the potholes in the parking lot, she has reached out to CSD to find out the plan on resurfacing the parking lot; as of the date of the meeting she had not yet heard back from CSD on the plan.

Slips, trips and falls, training information is available on the intranet for employee use. There is a 20 minute video for this training on the intranet. The committee was asked by Celeste to inform the employees of this training. This training is mandatory for library employees which has resulted in a drop in claim injuries.

5. Incentive Program discussion

Celeste explained that there is a safety budget and asked to the committee for ideas from the committee as to what kind of items that money could be used for. Cathy offered the idea of safety pins that are wearable on employees lanyards. Celeste asked what the criteria would be for receiving a safety pin. Cathy offered an example of a department appointing a safety representative or recognizing someone who takes a proactive measure on a consistent basis to monitor the safety in their area. Marc Bello offered that if the effort was significant enough it could qualify for receiving of a pin. Nominations would be received by the committee and pins awarded accordingly. Discussions to continue at next scheduled meeting.

Next scheduled meeting is March 16, 2017.

6. Selection of Chairperson for 2017

Lt. Marc Bello was nominated as Chairperson by Cathy Hill, Anne Stoll-Thompson seconded the nomination, no opposition, Lt. Marc Bello as Chairperson unanimously approved.

7. Topics for Future Agendas

- a. Safety incentives - criteria
- b. Open Meeting Law
- c. Status on pothole repair and snow removal
- d. Review of Industrial Summary Reports

8. Public Comment

No further public comment or discussion.

9. Meeting adjourned at 2:00pm.