

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

March 15, 2018

1:30 PM

Call to Order

Committee Member Cathy Hill called the meeting to order at 1:34pm.

1. Roll Call

Lt. Michelle Bello	Washoe County Sheriff's Supervisory Deputies Association
Cathy Hill	Washoe County Comptroller and Risk Manager
Jan Houk	Washoe County Nurse's Association
Celeste Wallick	Washoe County Risk Analyst
Mary Kandaras	Legal Counsel for Committee

Not present

Lt. Marc Bello	Chairperson - Washoe County Sheriff's Supervisory Deputies Association
Anne Stoll-Thompson	WCEA representative
Deputy John Stewart	Washoe County Sheriff's Deputies Association
Christine Vuletich	Washoe County Manager's Office

Public Present

Marissa Kuckhoff

2. Public Comment

There was no response to the call for public comment.

3. Approval of minutes from January 18, 2018 meeting

This item was tabled for the next Safety Committee meeting.

Open Issues

4. Review and Discussion of Industrial Injury Summary Reports

Celeste Wallick instructed the Committee that the reports began on page 6 through page 10 of the packet. Ms. Wallick canvassed the committee for comments and recommendations. Cathy Hill questioned the statement on page 8 stating “stumbled/fall leg gave out” being an incident versus a claim and how would the County be responsible for this event. Celeste Wallick responded that the County would usually not be responsible for this type of activity as it was not work related. Cathy Hill also pointed out that on page 9 it appears that Libraries is up on claims and inquired as to what was driving the increase. Celeste believes that the claims are associated with material handling such as lifting and pushing books.

There was no further review or comment.

5. Discussion and possible action recognition of new member Deputy Vander-Heyden

This item was tabled for the next Safety Committee meeting.

6. Discussion and possible action on status of bleeding control classes training and purchase of supplies

Celeste informed the committee that one class had already occurred this week and was attended by 27 people. There are 2 more classes scheduled. 30 bleeding control kits were purchased and will be placed throughout the County.

7. Status of signs in front of ice melt buckets

Signs are in place with positive results. Jan Houk stated that ice melt has been spread more on the north side of the building than previously. Mary Kandaras stated that she has noticed more placement of ice melt outside of the court building downtown.

8. Discussion of a review of Open Meeting Law

Mary Kandaras reviewed with the committee the requirements of open meeting law. This committee advises the BCC therefore it must meet the requirements of open meeting law. All business must be conducted out in the open. A record must be kept. All deliberations must be made out in the public such as votes or discussion surrounding action items. Violations include civil and criminal penalties. Serial communications, the whole group cannot communicate via email, this is considered a deliberation – do not reply to all when receiving safety committee communications. All supporting documents must be available at each meeting to be available to the general public. Mary Kandaras asked the committee if they had any questions.

There was no further review or comment.

9. Discussion and for possible action on checklist for department inspections

Celeste Wallick reviewed the checklist that is used for department inspections. Not all items on the checklist are applicable to every location. OSHA issues and employee/public safety type of circumstances are identified and reviewed for possible correction. The completed inspection reports are posted on the County’s intranet on the Safety Committee page.

Missing or damaged ceiling tiles is frequently noticed as well as space heaters. Hazard assessments are also being performed.

10. Discussion and for possible action on activity or results of the HR Rep meeting

Celeste attended the HR Rep meeting. The HR Reps were supportive of the idea of changing the Driver

Policy to make Defensive Driving class mandatory for every employee and volunteer with a license, because at any time, they may be called upon to drive on behalf of the County. Celeste received input from the Reps for additional training on workers' compensation forms. Some of the HR Reps were aware of the safety recognition program, others were not. Most departments are using the New Employee Safety checklist.

11. Discussion and for possible action safety award nominations

An Animal Control Officer was nominated for her action for quickly and safely putting out a small fire that she noticed while sitting in a training. She immediately left the training and extinguished the flame. An additional nomination was discussed for the actions of an Animal Services Caretaker. This employee routinely shovels snow and spreads ice melt in front of the building so employees and the public will be safe when entering the building. Lt. Michelle Bello inquired if the actions, one being preventive and one being action oriented, both met the criteria of the award. Cathy Hill made a motion that both individuals be awarded a safety pin and certificate at the next available Board of County Commissioners meeting, Celeste seconded the motion – the motion passed unanimously.

12. Discussion on response from Department Head's meeting

Cathy Hill informed the committee that at the last department head's meeting she reminded them of the Safety Recognition program and asked that they remember to nominate, and ask their managers to nominate, employees for an award. Cathy also informed the committee that Manager Slaughter informed them of the bleeding control courses and emphasized the importance of this training and that he will be asking for additional trainings to be offered.

13. Discussion and for possible action changes to driver policy

Mary Kandaras asked that this item be tabled for the next meeting to give her time to review the policy and supporting documents and that any changes recommended by the committee members be sent to her for her review.

14. Topics for future agendas

- a. Approval of January 18, 2018 minutes
- b. Changes to Driver Policy and supporting documents
- c. Recognition of committee member replacement Deputy Stewart to Deputy Vander-Heyden
- d. Industrial injury and summary reports

15. Public Comment

Marissa Kuckhoff stated that she benefited from attending the bleeding control class and would highly recommend that others attend.

16. Meeting adjourned at 2:09pm.