



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

May 17, 2018

1:30 PM

Call to Order

Committee Member Cathy Hill called the meeting to order at 1:30pm.

1. Roll Call

Lt. Michelle Bello	Washoe County Sheriff's Supervisory Deputies Association
Deputy Melinda Vander-Heyden	Washoe County Sheriff's Deputy Association
Cathy Hill	Washoe County Comptroller and Risk Manager
Jan Houk	Washoe County Nurse's Association
Celeste Wallick	Washoe County Risk Analyst
Anne Stoll-Thompson	WCEA representative
Pat McDonald	Washoe County CSD

Not present

Christine Vuletich	Washoe County Manager's Office
Mary Kandaras	Legal Counsel for Committee

Public Present

Marissa Kuckhoff

2. Public Comment

There was no response to the call for public comment.

3. Approval of Safety Committee minutes from January 18, 2018 meeting

Motion made by Jan Houk to approve, seconded by Cathy Hill, hearing no opposition the minutes pass unanimously. Deputy Vander-Heyden abstained.

4. Approval of Safety Committee minutes of March 15, 2018 meeting

Motion made by Anne Stoll-Thompson to approve, seconded by Jan Houk, hearing no opposition the

minutes pass unanimously. Deputy Vander-Heyden abstained.

Open Issues

5. Review and Discussion of Industrial Injury Summary Reports

Celeste Wallick instructed the Committee that the reports began on page 9 through page 15 of the packet. Ms. Wallick canvassed the committee for comments and recommendations. Anne Stoll-Thompson questioned the “smoke odor” incidents that are reported and asked if they will turn into claims. Celeste Wallick explained the activity of the wood burning pizza oven which was approved by the City of Reno which is located adjacent to the District Court. They could possibly turn into claims. Air Quality of the Health Department is intervening in this situation. By the end of the month the business has to have a plan submitted to address the issue. Air purifiers were purchased on behalf of the District Court to assist with the odor. Cathy Hill questioned the claim reported on page 12 – “an employee struck their hand against a door knob”. Celeste explained that any employee who wants to file a claim has a right to do so however the claim may be denied. Sheriff’s claims are currently down from previous years. Lt. Bello asked if Celeste reaches out to departments with a possible fitness for duty concern after a claim is filed. Celeste meets regularly with the Sheriff’s department to discuss claim activity and status. Typically she does not reach out to a department.

There was no further review or comment.

Lt. Marc Bello entered the meeting at 1:34pm.

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

Deputy Vander-Heyden was introduced to the Committee. She explained that she is in the administrative support unit and is the fire safety officer at the Sheriff’s. She performs safety responsibilities and also performs a walkthrough of the Sheriff’s office each month.

7. Discussion and possible action changes to the driver policy

Celeste asked the committee for any additional changes. The policy is to be reviewed each year. Cathy asked that the section stating employees may be able to drive prior to taking defensive drivers training be restated to add “only if a class is not immediately available.” Section 3 – County Drivers – possess a valid Nevada driver’s license – could this be changed in recognition of an employee moving to Nevada from another state – to add language stating “in compliance with state law, they have 30 days to get a Nevada’s driver’s license.” Celeste mentioned that interns do not have to follow this statute. This will be added to the policy.

Section stating that employee must notify their supervisor within 7 calendar days from receiving a citation or conviction for offenses – Cathy questioned if 7 days was too long of a period to notify their supervisor. The committee determined that reporting immediately or before the next working shift should be reviewed. Additionally adding “distracted driving” verbiage will be added to the policy. The revised policy to be brought to the next meeting for final review.

8. Discussion and possible action changes to communication and electronic device use guidelines

Celeste informed the committee that this policy was added in 2015. No distraction is allowed while driving unless the department head has specifically stated in writing what distractions are allowed. Vehicles to be added to the description of vehicles as well as boats and quads. Department Head signature to be added to the electronic device form. This item to be brought to the next meeting.

9. Discussion and possible action on safety award nominations

Celeste reviewed the Safety intranet site and discussed highlighting the recipients that received a safety award nomination and the location of the information will be displayed on the safety page.

There were no nominations to review.

10. Discussion and for possible action requesting authorizations to obtain driving records

Celeste asked if it can be allowed that the authorizations be signed electronically and if this form of signature is valid. Cathy proposed that electronic signature be allowed however the signatures would have to be password protected signatures. A motion was made by Cathy Hill to allow authorization of electronic signatures to obtain driving records, seconded by Jan Houk, hearing no opposition the motion passed unanimously.

11. Topics for future agendas

- a. Electronic device guidelines
- b. Driver policy
- c. Safety intranet site
- d. Industrial injury and summary reports
- e. Drills
- f. Temperature policy guidelines – changing the guidelines
- g. Space heaters and allowable devices

12. Public Comment

There was no response to the call for public comment.

13. Meeting adjourned at 2:21pm.