

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

July 19, 2018

1:30 PM

Call to Order

Chairperson Bello called the meeting to order at 1:35pm.

1. Roll Call

Lt. Marc 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
Mary Kandaras	Legal Counsel for Committee
Christine Vuletich	Washoe County Manager's Office
LaVonne Scheffler	WCEA representative

Not present

Anne Stoll-Thompson	WCEA representative
Patricc McDonald	Washoe County CSD

Public Present

Marissa Kuckhoff
Ben West

2. Public Comment

There was no response to the call for public comment.

3. Approval of Safety Committee minutes from May 17, 2018 meeting

Motion made by Cathy Hill to approve the minutes, seconded by Celeste Wallick, hearing no opposition the minutes pass unanimously.

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 11 of the packet. Ms. Wallick canvassed the committee for comments and recommendations. Celeste directed the new members to the corrective action section.

She also updated the Committee on the smoke odor issues at the courthouse. Air quality has been working with the City of Reno and the property owners. The plan that was conceived is working as there have not been complaints since June 20, 2018. Air purifiers are still in place; however the plan does not involve the air purifiers.

Lt. Bello questioned the term used “derangement” – Celeste explained that it is a medical term that explains when something is out of place.

Celeste added FY16 to the FY17 and FY18 reports to better show the history. The smoke exposure incidents were removed which resulted with 264 reports of injuries for FY18 which results in a drop in reports. She also added incident types in the report.

There was no further review or comment.

5. Discussion and possible action of the electronic device guidelines

Celeste explained that this guideline is a supporting document to the County’s driver’s policy. Changes were made to the document based on the Committee’s recommendation.

Christine Vuletich made a motion to approve the changes to the electronic device policy, seconded by Jan Houk – hearing no opposition the policy passed unanimously.

6. Discussion and possible action review of the driver policy

Celeste explained that the changes requested by the Committee were updated in the policy. Christine Vuletich questioned the policy and insurance regarding whether an employee drives a personal vehicle versus a County vehicle. Celeste explained that the County is not involved if a personal vehicle is driven, except for any activity surrounding a workers compensation claim but nothing for the vehicle.

Cathy Hill made a motion to approve the changes to the driver policy, seconded by Celeste Wallick – hearing no opposition the policy passed unanimously.

7. Discussion and possible action changes to the safety intranet site

Celeste reviewed the safety intranet site with the Committee and quickly discussed the changes that have been made to the page. It shows Committee member phone numbers, videos, safety award information, meeting schedule as well as department inspection reports. She reminded the Committee to review the site on a regular basis for information and any possible updates.

Cathy Hill followed up on the suggestion that a picture of the Committee should be placed on the site.

8. Discussion and possible action on safety award nominations

There were no nominations to review.

Discussion and for possible action scheduling of upcoming safety drills

Celeste is working with the Manager's office on some lockdown drills and testing the equipment. This is now occurring as the County's Security Administrator, Ben West, has now started and will be working with Celeste on the planning.

9. Discussion and possible action on space heaters and allowable devices

Patrice McDonald is scheduled to bring information regarding this topic, however he was absent, and therefore this was tabled until the next meeting.

Christine Vuletich left the meeting at 1:52pm.

10. Discussion and possible action on temperature policy guidelines and changing of the guidelines

Patrice McDonald is scheduled to bring information regarding this topic, however he was absent, and therefore this was tabled until the next meeting.

11. Topics for future agendas

- a. Code 65 update
- b. Written workplace safety program
- c. Review emergency action plan
- d. Scheduling and debrief of safety drills
- e. Space heaters and allowable devices
- f. Guidelines on temperature policy

12. Public Comment

There was no response to the call for public comment.

13. Meeting adjourned at 2:10pm.