



COMPTROLLER
Risk Management
Division

- Safety
- Insurance

WASHOE COUNTY

"Dedicated to Excellence in Public Service"

1001 E. Ninth Street
P.O. Box 11130
Reno, Nevada 89520-0027
Phone: (775) 328-2665
Fax: (775)-325-8063

SAFETY COMMITTEE MEETING MINUTES COMPTROLLER CONFERENCE ROOM – 2ND FLOOR

September 20, 2018

1:30 PM

Call to Order

Member Cathy Hill called the meeting to order at 1:32pm.

1. **Roll Call**

Deputy Melinda Vander-Heyden	Washoe County Sheriff's Deputy Association
Cathy Hill	Washoe County Comptroller and Risk Manager
Victoria Nicolson-Hornblower	Washoe County Nurse's Association
Mary Kandaras	Legal Counsel for Committee
Ben West	Washoe County Manager's Office
LaVonne Scheffler	WCEA representative
Patric McDonald	Washoe County CSD

Not present

Lt. Marc Bello	Washoe County Sheriff's Supervisory Deputies Association
Celeste Wallick	Washoe County Risk Analyst
Anne Stoll-Thompson	WCEA representative

Public Present

Marissa Kuckhoff
Val Wade

It was determined that there was a quorum.

2. **Public Comment**

There was no response to the call for public comment.

3. **Approval of Safety Committee minutes from July 19, 2018 meeting**

Motion made by Deputy Melinda Vander-Heyden to approve the minutes, seconded by LaVonne Scheffler, hearing no opposition the minutes pass unanimously.

Open Issues

4. Review and Discussion of Industrial Injury Summary Reports

Cathy Hill instructed the Committee that the reports show workers compensation time lost for the calendar year and shows the employee events with restricted duties and how many days are lost. The following pages show incidents versus claims. Department comparisons are also shown year over year with this year currently being down to 32 claims from previous years' of 41 claims. Cathy Hill pointed out that the Sheriff's office has made improvement in the claims associated with the academy's activity.

There was no further review or comment.

5. Discussion and possible action of Code 65 updates

Mary Kandaras informed the Committee that DDA Jennifer Gustafson had met with Assistant County Manager Vuletich and would be working on a staff report to present to the Board of County Commissioners. This item is being tabled until the next regularly scheduled meeting.

6. Discussion and possible action a review of the written workplace safety program

Cathy Hill pointed out to the Committee the information began on page 13 of 43 and asked for comments. It was requested that this item be tabled until the next regularly scheduled meeting to give the new members a chance to review.

7. Discussion and possible action a review of the emergency action plan

Deputy Vander-Heyden asked if the plan must be approved by the Committee. Ben West did not have any comments or changes to add.

Motion made by Ben West to approve the emergency action plan as written; seconded by Deputy Vander-Heyden with Victoria Nicolson-Hornblower abstaining, hearing no opposition the emergency action plan passes.

8. Discussion and possible action on scheduling and debrief of safety drills

It was requested that this item be tabled until the next regularly scheduled meeting to give the new members a chance to review.

9. Discussion and for possible action on safety award nominations

Cathy Hill informed the new members about the safety award nomination program and explained that the information can be found on the safety website. There were no nominations to review.

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

Patrice McDonald explained that because of the age of the buildings and the number of employees, the electrical system is not able to handle a space heater for each individual as well as hot plates, coffee machines, refrigerators, etc. as they will tax the current electrical system. Patrice asked that they remain in the breakrooms where they are designed to be stationed. He also asked that the current guidelines

remain in place as written. Cathy Hill asked Patricc what the preferred protocol is should an employee experience cold or hot temperatures in their work space. Patricc asked that the employee inform facilities of the temperature issue by completing an asset work order so that the issue can be investigated and a solution sought.

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

Patricc McDonald stated that facilities will try to manipulate the temperature within guidelines to assist with employees experiencing temperature fluctuations. He stated that the guidelines could be revisited as well. Deputy Vander-Heyden asked if the Sheriff's office could be specifically addressed as they wear long sleeves and bullet proof vests which cause the employees to be warm. Cathy Hill stated that a uniform application may not work best for the County but possibly the guidelines could be department specific. She also inquired as to the temperatures throughout County buildings at the administrative complex on the weekends. The current guidelines were prepared 10 years ago with the recognition of conserving energy and being environmentally friendly.

Several scenarios were inquired to Patricc McDonald on the appropriate solution. He responded that each instance should be discussed with facilities for a review and possible solution.

12. Topics for future agendas

- a. Recognizing the new members
- b. Code 65 update
- c. Written workplace safety program
- d. Scheduling and debrief of safety drills
- e. Safety award nominations

13. Public Comment

There was no response to the call for public comment.

14. Meeting adjourned at 2:05pm.