



# WASHOE COUNTY

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## OFFICE OF THE COMPTROLLER

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### SAFETY COMMITTEE MEETING MINUTES

### COMPTROLLER CONFERENCE ROOM – 2<sup>ND</sup> FLOOR

November 15, 2018

1:30 PM

#### Call to Order

Member Celeste Wallick called the meeting to order at 1:30pm.

#### 1. Roll Call

Victoria Nicolson-Hornblower  
Deputy Melinda Vander-Heyden  
Ben West  
Anne Stoll-Thompson

Washoe County Nurse's Association  
Washoe County Sheriff's Deputy Association  
Washoe County Manager's Office  
WCEA representative

#### Not present

Lt. Marc Bello  
Cathy Hill  
Mary Kandaras

Washoe County Sheriff's Supervisory Deputies Association  
Washoe County Comptroller and Risk Manager  
Legal Counsel for Committee

#### Public Present

Marissa Kuckhoff  
Valerie Wade  
Patricc McDonald

Washoe County Treasurer's Office  
Washoe County Human Resources  
Washoe County Community Services Department

#### 2. Public Comment

There was no response to the call for public comment.

#### 3. A discussion on recognition of new committee members Ben West and Victoria Nicolson-Hornblower

No discussion occurred.

#### 4. Approval of Safety Committee minutes from September 20, 2018 meeting

Celeste Wallick canvassed the Committee for changes or comments on the minutes. Motion was made by Anne Stoll-Thompson to approve the minutes, seconded by Ben West, hearing no opposition the minutes pass unanimously.



**Open Issues**

**5. Review and Discussion of Industrial Injury Summary Reports**

Celeste Wallick directed the Committee's attention to pages 6 through 12 asking for questions. Celeste informed the Committee that with winter coming there may be more reports of slips and asked the Committee to remember to spread the available ice melt when needed.

There was no further review or comment.

**6. Discussion and possible action of Code 65 updates**

This item will be tabled for the next meeting.

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

Celeste reviewed the documents that the Safety Committee is responsible for. The workplace safety program, emergency action plan and the driver's policy are to be reviewed by the Committee annually and changes recommended to the Manager's office and the Board of County Commissioners annually. The driver's policy was completed last month. The written workplace safety program is required by OSHA and is specific on certain topics. The Committee was asked to review the safety program for changes, edits, updates, etc. Celeste will be updating the new employee orientation section of this program.

Anne-Stoll Thompson inquired if this update activity should be delayed as there is an anticipated change in the code that the Committee recognize 7 members.

This item will be tabled for the next meeting. Committee members were asked to review the written workplace safety program before the next meeting.

Deputy Vander-Heyden entered the meeting at 1:36pm.

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

Ben West suggested that the next drill occur in February or March and should be a shelter in place drill. He also suggested that a fire drill occur between March and October. Ben stated that over all, the results of the last drill went well. A few offices did not participate until an evaluator was seen. There will be a follow up with the vendor to address the issues associated with the fire panel, such as speakers being too loud or not working. Celeste pointed out that there were issues with the alarm in the Senior Center.

Ben and Celeste will be working on a training that will explain the steps of the drill – this should occur in the first part of 2019. The training for evacuation will not be considered mandatory.

**9. Discussion and for possible action on safety award nominations**

There were no nominations to review.

**10. Topics for future agendas**

- a. Code 65 updates

- b. Written workplace safety program
- c. Safety award nominations
- d. Nomination of Chairperson
- e. Mass notification software review
- f. A list from Committee members of desired accomplishments

**11. Public Comment**

There was no response to the call for public comment.

**12. Meeting adjourned at 2:00 pm.**