



WASHOE COUNTY

COMPTROLLER'S DEPARTMENT

SAFETY COMMITTEE MEETING MINUTES

COMPTROLLER CONFERENCE ROOM – 2ND FLOOR

January 17, 2019

1:30 PM

Call to Order

Member Celeste Wallick called the meeting to order at 1:34pm.

1. Roll Call

Deputy Melinda Vander-Heyden	Washoe County Sheriff's Deputy Associatio
Ben West	Washoe County Manager's Office
Anne Stoll-Thompson	WCEA representative
Mary Kandaras	Legal Counsel for Committee
Celeste Wallick	Safety Analyst

Not Present

Lt. Marc Bello	Washoe County Sheriff's Supervisory Deputies Association
Cathy Hill	Washoe County Comptroller and Risk Manager
Patrice McDonald	Washoe County CSD
Victoria Nicolson-Hornblower	Washoe County Nurse's Association

Public Present

Charlie Moore, Truckee Meadows Fire Department
Marissa Kuckhoff, Treasurer's Department

2. Election of Chairperson

This item is tabled until the next meeting

3. Public Comment

Charlie Moore, Fire Chief, stated he has witnessed 2 accidents in the County parking lot by the Senior Center. He stated he has almost been hit at the same location and has asked that stop signs be placed in the parking lot.



4. A review and approval of the Washoe County Safety Committee meeting minutes of November 15, 2018.

Anne Stoll-Thompson made a motion to approve the minutes, seconded by Ben West. The motion passed unanimously.

Open Issues

5. Review and Discussion of Industrial Injury Summary Reports

Celeste Wallick directed the Committee's attention to pages 6 through 11 asking for questions and comments. Hearing none, she directed the attention to page 9 which shows a slight increase from the prior year. Anne Stoll-Thompson pointed out that Animal Services claims continue to increase. Celeste stated that the majority of the claims are animal bite related. The employees at Animal Services are allowed to use protective equipment at their discretion.

There is an analysis on page 11 showing the types of injuries that are occurring. Celeste informed the committee that she thought this information may be useful to the Committee to see the claims that are received on a regular basis. She reviewed each type of claim with the Committee. Celeste asked for suggestions or recommendations for improvements. Anne Stoll-Thompson suggested that a notice on the Manager's Monday Memo be placed to remind employees to be aware of their surroundings. Ben West offered to speak to Nancy Leuenhagen about having a consistent message placed on the Manager's Monday Memo.

6. Discussion and possible action of Code 65 updates

Mary Kandaras informed the Committee that the updates were pulled from the Board of County Commissioner's agenda and is hopeful that it will be revisited soon.

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

This is to be discussed when the Code 65 update is completed. Ben suggested updating titles to some of the positions that have changed. He will send the changes to Celeste. Mary Kandaras asked the Committee to send any changes to Celeste and not directly to the Committee.

8. Discussion and possible action a discussion on mass notification software

Ben stated that he has received 2 more submissions from vendors for this software. He will bring the information to the March meeting and ask for a recommendation from the Committee.

9. Discussion and for possible Committee members lists of desired accomplishments

Celeste explained that this agenda item is asking Committee members what they would like to see done in calendar year 2019. Melinda Vander-Heyden stated she would like to see reduced incidents for any type of injuries, also working more with facilities discussing safety issues at the Sheriff's location.

Celeste asked the Committee if they would like more training on how to coach people on safety items. Ben and Mary were in agreement that the training would be beneficial. Celeste will organize the trainings.

Marissa Kuckhoff asked if the training would be for the Committee only or if anyone could attend. It was decided that the trainings would be open to employees. Ben will work on notifications to the County on the available trainings.

10. Discussion and for possible action a discussion on safety award nominations.

Ben West has nominated Shannon Scott and Sue Dufva for noticing that a vehicle was operating recklessly in the parking lot and notified security. Security asked Shannon to call the Sheriff's. While waiting for the Sheriff's office to show up, she stayed in her car. During this time another employee, Sue Dufva, arrived at work. She informed her employee of the activity and suggested that they walk into work together. Sue took the initiative to inform the Assessor's office of the activity and reminded them to be safe.

Ben West made a motion to give a safety award to Shannon Scott and Sue Dufva, motion seconded by Anne Stoll-Thompson, motion passed unanimously.

11. Topics for future agendas

- a. Nomination and election of Chairperson
- b. Mass notification software review
- c. Parking lot accidents/issues
- d. Increasing the awareness of the Safety Committee
- e. Space heater questions from Sheriff's

12. Public Comment

There was no response to the call for public comment.

13. Meeting adjourned at 2:17 pm.