



WASHOE COUNTY

COMPTROLLER'S DEPARTMENT

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SAFETY COMMITTEE MEETING MINUTES

COMPTROLLER CONFERENCE ROOM – 2ND FLOOR

March 21, 2019

1:30 PM

Call to Order

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

1. Roll Call

Anna Richeson	Washoe County Sheriff's Deputy Association
Ben West	Washoe County Manager's Office
Anne Stoll-Thompson	WCEA representative
Mary Kandaras	Legal Counsel for Committee
Celeste Wallick	Safety Analyst
Cathy Hill	Washoe County Comptroller and Risk Manager
Victoria Nicolson-Hornblower	Washoe County Nurse's Association
Janit Bailey	Washoe County Sheriff's Supervisory Deputies Association

Not present

Lt. Marc Bello	Washoe County Sheriff's Supervisory Deputies Association
Patricc McDonald	Washoe County CSD
Deputy Melinda Vander-Heyden	Washoe County Sheriff's Deputy Association

Public Present

Marissa Kuckhoff, Treasurer's Department
Doreen Ertell, Senior Risk Analyst
Sharolyn Wilson, Claims Analyst

2. Election of Chairperson

Cathy Hill nominated Deputy Melinda Vander-Heyden as Chairperson, the motion was seconded by Anne Stoll-Thompson; motion passed unanimously.

3. Public Comment

There was no response to the call for public comment.



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INTEGRITY



EFFECTIVE
COMMUNICATION

4. A review and approval of the Washoe County Safety Committee meeting minutes of January 17, 2019.

Anne Stoll-Thompson made a motion to approve the minutes, seconded by Mary Kandaras; motion passed unanimously.

Open Issues

5. Review and Discussion of Industrial Injury Summary Reports

Celeste Wallick directed the Committee's attention to pages 7 through 12 asking for questions and/or any comments on recommendations. Cathy Hill discussed the discretion of use of protective personal equipment of the employees of the Animal Services department as there continues to be claims that could have been avoided should the equipment have been used. Celeste has discussed this issue with the department and they are seeking alternatives. Victoria Nicolson-Hornblower shared her departments concern regarding the lack of timely snow removal at the County Complex parking lots. Ben West questioned if the snow removal contract addresses snow removal on weekends and when there are events at the Livestock Events Center. Anna Richeson asked that trees and bushes in the parking lots be trimmed for visibility to assist in avoiding car accidents. Celeste will put in a work order for this request.

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

Celeste had previously distributed to the Committee for their input; a red-lined version was brought to the meeting. Ben West asked if there was a timetable to when inspections are performed. Cathy Hill suggested that this information be added to the document. Ben West inquired as to contract verbiage for contractors that perform services on County property. Cathy Hill informed Ben West and the committee about the insurance requirements of vendors/contractors before they perform services for the County. Anne Stoll-Thompson recommended a few formatting changes.

Cathy Hill asked committee members to review documents and supply edits prior to meetings.

Ben West made a motion to accept the revised written workplace safety program, seconded by Victoria Nicolson-Hornblower; motion passed unanimously.

8. Discussion and review of the parking lot accidents and recommendation of the Committee for the prevention of parking lot accidents

Celeste followed up on Chief Charles Moore's request from the January meeting. The word "STOP" will be painted on the asphalt in the Complex parking lot to assist in avoiding accidents.

Due to the limited space of the vehicle aisles, stop signs with poles will not be placed.

9. Discussion and recommendation for increasing employee awareness of the Safety Committee

Ben West will be placing information on the Manager's Monday Memo and will alternate between safety and security notices. He will continue to work with Tammy Cummings. Victoria Nicolson-Hornblower suggested adding safety committee information to annual trainings in the Health Department. Celeste asked the committee members to mention the committee at any and all trainings that they attend. Anne Stoll-Thompson will also discuss at the next HR Rep meeting. She also asked that a flier be created to distribute at the meetings. Anne Stoll-Thompson and Victoria Nicolson-Hornblower will work on the flier.

10. Discussion and recommendation for manager/supervisor/department head notification of concerns surrounding an employee's driving history .

Cathy Hill introduced Doreen Ertell and Sharolyn Wilson to the committee. Cathy further explained that this agenda item surrounds the concern of the driving/accident history of an employee of the County. County Code states that the Safety Committee can discuss and recommend to a manager or department head suggested action concerning the activity of the employee. Cathy Hill directed the committee's attention to the handout that was provided and discussed the history of reported accidents from one employee. The concern surrounding the consistency of the accidents and the possibility of escalation is prevalent in the risk department. There also appears to be a lack of concern from the employee and manager concerning this activity. Mary Kandaras asked what the procedure is when an accident is reported.

Cathy Hill stressed to the committee that they are not authorized to create or participate in any performance reviews regarding employees, but that per County Code the committee may only make a recommendation for action.

Mary Kandaras stated that Human Resources should work with the Department Head regarding this issue. Ben West asked if the committee could give a memo to the Department Head detailing its recommendation and asking for a response. Mary Kandaras asked that this item be tabled until she has had an opportunity to discuss with Doreen Ertell and Sharolyn Wilson.

11. Discussion and recommendation of space heaters and ongoing cold weather issues

This item is tabled as Deputy Melinda Vander-Heyden and Patricc McDonald were not present. Cathy Hill asked Celeste Wallick to reach out to Patricc McDonald requesting his presence at future meetings.

12. Discussion and recommendation of mass notification software

Ben West informed the committee that a budget request was submitted for this item. If approved in the FY20 budget, Ben will bring to the committee the bid information with technical feature options to review.

13. Discussion and recommendation for safety award nominations

A nomination was received from Cathy Hill to recognize Paul Oliphint from the Assessor's office for his early morning efforts in removing the snow from employee walkways and entrance into Building D.

Motion was made by Anne Stoll-Thompson for an award for Paul Oliphint, seconded by Ben West; motion passed unanimously. Celeste will prepare the acknowledgment and place on a ceremonial board of county commissioners' agenda and will also notify Cori Burke and Michael Clark.

14. Topics for future agendas

- a. Update on annual training in the Health Department
- b. Mass notification software review
- c. Review of fire prevention plan – including heaters, plug-ins, microwaves, etc.
- d. Employee driving history

15. Public Comment

There was no response to the call for public comment.

Meeting adjourned at 2:08 pm