



WASHOE COUNTY
COMPTROLLER'S DEPARTMENT

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SAFETY COMMITTEE MEETING MINUTES
COMPTROLLER CONFERENCE ROOM – 2ND FLOOR

May 16, 2019

1:30 PM

Call to Order

Chairperson Deputy Vander-Heyden called the meeting to order at 1:39pm.

1. Roll Call

Deputy Melinda Vander-Heyden	Washoe County Sheriff's Deputy Association
Ben West	Washoe County Manager's Office
Herb Kaplan	Legal Counsel for Committee
Celeste Wallick	Safety Analyst
Cathy Hill	Washoe County Comptroller and Risk Manager
Victoria Nicolson-Hornblower	Washoe County Nurse's Association

Not present

Patrice McDonald	Washoe County CSD
Anne Stoll-Thompson	WCEA representative
Captain Marc Bello	Washoe County Sheriff's Supervisory Deputies Association

Public Present

Marissa Kuckhoff, Treasurer's Department

2. Public Comment

There was no response to the call for public comment.

3. A review and approval of the Washoe County Safety Committee meeting minutes of March 21, 2019.

Celeste Wallick made a motion to approve the minutes, seconded by Ben West; motion passed unanimously.



Open Issues

4. 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.

Celeste explained that on page 7 were claims that resulted in time away from work for 2019. If the claim occurred prior to 2019 those dates would continue to accrue in 2019. Furthering the explanation Celeste directed the Committee's attention to page 8 which contains summary information for March and April. This also includes incident information. Celeste discussed the information surrounding the air in the District Court courthouse that started in April. When the oven is started up at the pizza business located adjacent to the courthouse some smoke smell enters the building. CSD and the Health Department/Air Quality are involved in finding a solution. Currently there are air scrubbers and air purifiers in the court offices to assist. Celeste stated that currently there is no harm to the employees, this is a smell issue. Deputy Vander-Heyden asked if this was an ongoing issue as the committee had previously visited this concern. Celeste explained that the issue did stop, however the incidents have started again, there have been six incidents in May after the issue being resolved for one year. Celeste also discussed the incident where an employee kicked a fence. This was a purposeful action that occurred from a work program participant. Celeste explained to the committee when a volunteer, inmate work crew or juvenile work crew are injured under the County's control they are covered under the County's workers compensation.

5. Discussion and possible action of Code 65 updates

The Code 65 updates were pulled from the Board of County Commissioner's agenda. It is hopeful that it will be revisited soon. This item tabled until the next meeting.

6. Discussion and review of the fire prevention plan

Celeste will distribute to the committee. This item will be tabled and reviewed at the next meeting.

7. Discussion and possible action a review of the April training held at the Health Department and the notification of the Safety Committee to the department

Victoria Nicolson-Hornblower stated that flyers were made and distributed at the most recent Health Department meeting. The flyer included information on the Safety Committee and how to nominate someone for a safety award. Cathy Hill stated that she also discussed this information at the most recent Manager's training.

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

Cathy Hill explained to the committee that this item was on a previous agenda, however it was tabled for give Deputy District Attorney Mary Kandaras time to review the employee's driving history since date of hire. It was discovered that the employee of concern had previously been in front of the committee and has a consistent history of accidents. Deputy District Attorney Kandaras informed Cathy Hill that she could inform the committee that they had the authority to create a memo to the department head and the manager. The memo cannot instruct the department head on appropriate

action, it can make recommendations to the department head. Cathy Hill asked the committees' permission to work on the memo with Celeste Wallick and Deputy District Attorney Kandaras. Cathy Hill also asked the committee if they wanted the employee to be present in front of the committee. Celeste Wallick asked if criteria should be set for notification of accidents to department heads. Cathy Hill explained that this had previously been discussed and it had been determined creating criteria would not work as intended. Celeste asked the committee for guidance on determining when to bring an employee's actions to the committee. For comparative purposes it was suggested that Celeste look at other actions of employees in similar class codes to determine excessive or pattern-like activity. Information on the next scheduled Safety Committee meeting will be in the memo and will allow the employee and the department head to determine if they would like to appear in front of the committee. Ben West made a motion to approve Cathy Hill, Celeste Wallick and Deputy District Attorney Kandaras to prepare the memo and deliver to the employee and department head, seconded by Victoria Nicolson-Hornblower; motion passed unanimously.

9. Discussion and recommendation of mass notification software

Ben West informed the committee that budget was approved for new software. He will bring a presentation to the next committee meeting and show all of the options available.

10. Discussion and recommendation for safety award nominations

A nomination was made by Cathy Hill to recognize Chief Charles Moore from the Truckee Meadows Fire Protection District for his efforts in asking that stop signs be placed in the parking lot at the County Complex as he had observed instances where pedestrians and vehicles had near collisions in the parking lot due to lack of signage. Cathy Hill stated this is outside of Chief Moore's scope of work; additionally he took time out of his busy schedule to appear before the committee to make this request. Cathy Hill made a motion to award Chief Charles Moore with a safety award, seconded by Celeste Wallick; motion passed unanimously.

At the request of Celeste Wallick, Cathy Hill informed the committee of USI's Safety Culture Assessment and explained the audit process for the entire County. This is a supportive action, not a penalty driven audit. Celeste Wallick also explained the Voluntary Protection Program (VPP) to the committee and that she would like the County to achieve this notoriety.

11. Topics for future agendas

- a. Code 65 update
- b. Review of the fire prevention plan
- c. Mass notification software
- d. Safety award nomination
- e. Industrial injury summary reports
- f. Employee response to memo
- g. Drill schedule

12. Public Comment

There was no response to the call for public comment.

13. Meeting adjourned at 2:16 pm.