



**WASHOE COUNTY**  
**COMPTROLLER'S DEPARTMENT**

Cathy Hill, Comptroller  
1001 E. 9<sup>th</sup> Street, Bldg. D, Room 200  
Reno, NV 89512  
PHONE: (775) 328.2552  
FAX: (775) 328.6120

**SAFETY COMMITTEE MEETING MINUTES**  
**COMPTROLLER CONFERENCE ROOM – 2<sup>ND</sup> FLOOR**

**July 18, 2019**

**1:30 PM**

**Call to Order**

Member Cathy Hill called the meeting to order at 1:38pm.

**1. Roll Call**

|                              |  |
|------------------------------|--|
| Ben West                     | Washoe County Manager's Office             |
| 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          |

**Not present**

|                              |  |
|------------------------------|--|
| Patricc McDonald             | Washoe County CSD  |
| Anne Stoll-Thompson          | WCEA representative                                      |
| Captain Marc Bello           | Washoe County Sheriff's Supervisory Deputies Association |
| Deputy Melinda Vander-Heyden | Washoe County Sheriff's Deputy Association               |

**Public Present**

Marissa Kuckhoff, Treasurer's Department  
Ken Prentice

**2. Public Comment**

Mr. Ken Prentice discussed his concern with fire season and the spending of over \$1 million to work the Jasper fire. As a target shooter he and others do not want to create a spark that may cause a fire, however, they want to enjoy their sport. Mr. Prentice proposed that the County regional shooting facility, which is open 4 days a week to the public with 3 days a week reserved for law enforcement use, be open 7 days a week for the public; the cost of this would be less than the costs of fighting the Jasper fire. This proposal would bring target shooters from out of the woods and would avoid causing a fire. Mr. Prentice stated that he had discussed his proposal at the Truckee Meadows Fire Protection District public meeting and that Chief Moore was on board with the proposal. Mr. Prentice had also met with Eric who is in charge of Parks prior to the meeting. Mr. Prentice proposed that this could possibly save one life, one acre, avoiding devastation by avoiding one spark.



Opening the shooting range on Tuesday, Wednesday and Thursday, the staffing costs would be less than fighting a fire, maybe \$1,000 per day. A contact at the Sheriff's department had volunteered to work out the schedule and work out the budget not costing the County any money.

Mr. Prentice left volunteer information of Jay Kobert-Clausell.

3. **A review and approval of the Washoe County Safety Committee meeting minutes of May 16, 2019.**

Victoria Nicolson-Hornblower 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 6 through 11 asking for questions and/or any comments on recommendations. Celeste explained that page 11 showed the annual recap that was sorted by the type of injury. The numbers are down from prior years; slips, trips and falls are still the main types of injuries. The largest number in this category is law enforcement activities.

The most interesting incident being reported is the activity of the hawk attacks at the Edison location. Reaching out to the Department of Wildlife, the suggestion was to use umbrellas when walking between the buildings until hatching season is over, sometime during the middle of August.

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

This item tabled until the next meeting.

6. **Discussion and review of the fire prevention plan**

Cathy Hill presented her questions associated with the plan. Celeste will update the plan to show contractors where water hookups are located. It was also discussed as to who had the authority to allow re-entry into a damaged building. Mary Kandaras offered that the County Manager should be listed in the fire prevention plan as the appropriate personnel to give authority to re-enter the building.

Celeste also discussed the plan with TMFPD who suggested that red flag days be added to the plan.

This will be discussed at the next meeting.

7. **Discussion on the response from the manager/supervisor/department surrounding an employee's driving history**

Cathy Hill explained to the committee that the manager and department head responded to the committee's letter that explained the concern of the excessive accidents and the opportunity to meet with the committee. The manager and department head opted not to be present before the committee however they did offer a response that stated they were aware of the issues and would be working with the employee on training and awareness as well as giving appropriate equipment to the employee. They acknowledged some issues and offered areas as to where they could may

improvements with the employee.

**8. Discussion and recommendation of mass notification software**

Per Ben West this agenda item will need to be tabled as he works with Technology Services on the compatibility of the chosen software.

**9. Discussion on the County's drill schedule**

Celeste provided a schedule of department inspections/drills. By visiting the departments, the hope is to make the drill a more educational event and a more one on one event. This should also give an opportunity for departments to ask questions.

Victoria Nicolson-Hornblower suggested that in the Health Department, blocking the clinic time will allow the providers to more available.

Ben West explained that an mp3 player will also be used so that employees can hear and better identify the sounds of each drill. Cathy Hill asked if these schedules were in lieu of County wide drills.

**10. Discussion and recommendation for safety award nominations**

A nomination was made by Celeste Wallick to recognize Tina Hayes from the Assessor's Department. In response to the nomination Mary Kandaras asked if the County has an active shooter plan – Celeste Wallick informed Mary Kandaras that the plan is in each department's emergency action plan. The County's emergency action plan policy is available on the employee's intranet.

Tina Hayes is being nominated for not disclosing the County's or department's active shooter policy to a highly agitated customer at the front counter. She maintained her composure and professionalism which is believed to help diffuse the situation and keep the office safe.

Ben West made a motion to approve the nomination of Tina Hayes for a safety award, seconded by Victoria Nicolson-Hornblower; motion passed unanimously.

Celeste had asked the committee to continue the awareness of the "emergency" email and to use it in cases such as these. Mary Kandaras recommended that this be part of the safety notes in a Monday Memo.

**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. Status of safety survey
- g. Questions from Monday Memo information

**12. Public Comment**

There was no response to the call for public comment.

**13.** Meeting adjourned at 2:23 pm.