



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

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

**September 19, 2019**

**1:30 PM**

**Call to Order**

Member Cathy Hill called the meeting to order at 1:30pm.

**1. Roll Call**

Deputy Melinda Vander-Heyden	Washoe County Sheriff's Deputy Association
Anne Stoll-Thompson	WCEA Representative
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
Captain Marc Bello	Washoe County Sheriff's Supervisory Deputies Association

**Public Present**

None

**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 July 18, 2019.**

Cathy Hill made a motion to approve the minutes, seconded by Victoria Nicolson-Hornblower; motion passed unanimously.



## **Open Issues**

### **4. Review and Discussion of Industrial Injury Summary Reports**

Celeste Wallick sought input from the committee and any actions/suggestions in response to the reports and assisting other departments with safety issues. Cathy Hill questioned claims surrounding the turnstiles – Celeste explained that there was a mechanical issue surrounding the turnstiles and they have been repaired. Cathy Hill asked for confirmation that the claim involving an employee being cut with a scalpel has been trained on proper technique while using this type of equipment – Celeste confirmed that additional training has been performed. Anne Stoll-Thompson inquired as to details on the claim surrounding an employee's foot coming into contact with the bucket of a backhoe.

Cathy Hill also asked about a claim that was filed by someone that was walking and talking and ran into a bookshelf and two claims surrounding an employee looking over a co-workers head at a computer.

In response to the continuing claims from Animal Services for animal scratches and bites, Anne Stoll-Thompson has been informed by Animal Services that it is challenging to wear personal protective equipment (PPE) when capturing an animal as well as wearing this equipment is not mandatory.

Cathy Hill offered to pay for sample equipment for the employees to try out before Animal Services uses their budget to pay for PPE. Anne Stoll-Thompson also recommended that Celeste Wallick reach out to other animal agencies to see what type of equipment their employees use.

Deputy Melinda Vander-Heyden asked about claims associated with the infirmity steps at Parr Blvd. She informed the committee that the Sheriff's office has been asked to pay for the repair/replacement of the steps. The Sheriff's would like to see CSD or capital projects participate in the costs of fixing the steps. Currently the steps are at varying heights.

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

This item tabled until the next meeting/new County Manager is appointed.

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

There were no additional notes from the committee therefore Celeste Wallick will bring the final plan back to the committee. Celeste Wallick did inform the committee during the safety inspections microwaves and coffee machines are still present at employee's work locations.

### **7. Discussion and recommendation of mass notification software**

Per Ben West the preferred provider was sent to Technology Services for review. He also attended a conference that resulted in four other products to be reviewed. At the November meeting he will bring some demonstrations of the products to the committee.

### **8. Discussion on the status of the safety culture assessment by USI**

Cathy Hill informed the committee that she had spoken to Doreen Ertell in continuing the process. There will be an update at the November meeting.

### **9. Discussion and possible action on the results and questions from the safety information posted on a Monday Memo**

Ben West did not receive any questions or comments on the safety information that was posted.

It was recommended by Victoria Nicolson-Hornblower that employees be notified to check their code red enrollment when open enrollment for health benefits is open for the County employees.

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

There were not nominations received.

**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. Status of safety survey
- f. Ice melt and referral to safety website on winter safety

**12. Public Comment**

There was no response to the call for public comment.

**13.** Meeting adjourned at 2:05 pm.