

**SAFETY COMMITTEE MEMBERS**

Melinda Vander-Heyden – Chair  
Marc Bello  
Anne Stoll-Thompson  
Cathy Hill  
Celeste Wallick  
Ben West  
Victoria Nicolson-Hornblower



**LEGAL COUNSEL TO THE**

**SAFETY COMMITTEE**

Mary Kandaras

**NOTICE OF MEETING AND AGENDA**

**WASHOE COUNTY SAFETY COMMITTEE**

**Washoe County Administration Complex  
1001 E. Ninth Street, Reno, Nevada  
Comptroller's Small Conference Room, Building D, 2<sup>nd</sup> Floor**

**March 12, 2020**

**1:30 PM**

**NOTE:** Items on the agenda may be taken out of order; combined with other items; removed from the agenda; moved to the agenda of another meeting; or may be voted on in a block. NRS 241.020(2)(d)(6) and (7).  
The Washoe County Comptroller's Large Conference Room is accessible to the disabled. If you require special arrangements for the meeting, call the Risk Management Office, 328-2665, at least 24 hours prior to the meeting.

**Time Limits.** Public comments are welcomed during the Public Comment periods for all matters, whether listed on the agenda or not, and are limited to two minutes per person. Persons are invited to submit comments in writing on the agenda items and/or attend and make comment on that item at the Safety Committee meeting. Persons may not allocate unused time to other speakers.

**Forum Restrictions and Orderly Conduct of Business.** The Safety Committee conducts the business of Washoe County and its citizens during its meetings. The presiding officer may order the removal of any person whose statement or other conduct disrupts the orderly, efficient or safe conduct of the meeting. Warnings against disruptive comments or behavior may or may not be given prior to removal. The viewpoint of a speaker will not be restricted, but reasonable restrictions may be imposed upon the time, place and manner of speech. Irrelevant and unduly repetitious statements and personal attacks which antagonize or incite others are examples of speech that may be reasonably limited.

**Responses to Public Comments.** The Safety Committee can deliberate or take action only if a matter has been listed on an agenda properly posted prior to the meeting. During the public comment period, speakers may address matters listed or not listed on the published agenda. The Open Meeting Law does not expressly prohibit responses to public comments by the Safety Committee. However, responses from the Safety Committee to unlisted public comment topics could become deliberation on a matter without notice to the public. On the advice of legal counsel and to ensure the public has notice of all matters the Safety Committee will consider, the Safety Committee may choose not to respond to public comments, except to correct factual inaccuracies, ask for County staff action or to ask that a matter be listed on a future agenda. The Safety Committee may do this either during the public comment item or during the following item: "Topics for Future Agendas".

Pursuant to NRS 241.020, the Agenda for the Washoe County Safety Committee Meeting has been posted at the following locations: Washoe County Administration Building (1001 E. 9<sup>th</sup> Street, Bldg. A); Washoe County Courthouse-Second Judicial District Court (75 Court Street); Washoe County – Reno Downtown Library (301 South Center Street); Sparks Justice Court (1675 E. Prater Way, Ste. 107, Sparks, NV); the Washoe County website ([www.washoecounty.us/comptroller/board\\_committees/safety\\_committee](http://www.washoecounty.us/comptroller/board_committees/safety_committee)) and the Nevada Public Notice Website (<https://notice.nv.gov>).

Support documentation for the items on the agenda, provided to the Washoe County Safety Committee is available to members of the public by contacting Jeri Renshaw at the Comptroller's Office (1001 E. 9th Street, Bldg. D, 2<sup>nd</sup> Floor, Room 200, Reno, Nevada), or phone 775-328-2665.

**1:30 p.m.**

1. Roll Call.
2. Public Comment. Comment heard under this item will be limited to two minutes per person and may pertain to matters both on and off the Safety Committee agenda. Comments are to be made to the Safety Committee as a whole.
3. For possible action, nomination of committee chairperson.
4. For possible action, a review and approval of the Washoe County Safety Committee meeting minutes of January 16, 2020.
5. For possible action, a presentation of Industrial Injury Summary Reports and recommendations of the Committee for prevention of work-related injuries or illnesses.
6. For possible action, a discussion on the Code 65 updates.
7. For possible action, a discussion, review and approval of the fire prevention plan.
8. For possible action, a discussion and recommendations for renewal of committee members.
9. For possible action, a discussion on the communications training on Yammer and Twitter.
10. For possible action, a discussion on a response from the memo to Senior Services recommending clients drive appropriately and safely through the County's parking lot.
11. For possible action a discussion and recommendation of safety award nominations.
12. Discussion of topics for future agenda items.
13. Public Comment. Comment heard under this item will be limited to two minutes per person and may pertain to matters both on and off the Safety Committee agenda. Comments are to be made to the Safety Committee as a whole.
14. Adjournment.



**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**

**January 16, 2020**

**1:30 PM**

**Call to Order**

Member Deputy Melinda Vander-Heyden called the meeting to order at 1:31pm.

**1. Roll Call**

Deputy Melinda Vander-Heyden	Washoe County Sheriff's Deputy Association
Anne Stoll-Thompson	WCEA Representative
Celeste Wallick	Safety Analyst
Cathy Hill	Washoe County Comptroller and Risk Manager
Victoria Nicolson-Hornblower	Washoe County Nurse's Association
Mary Kandaras	Legal Counsel for Committee
Ben West	Washoe County Manager's Office

**Not present**

Patrice 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 November 21, 2019.**

Victoria Nicolson-Hornblower made a motion to approve the minutes, seconded by Anne Stoll-Thompson; 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, pages 6 through 11. Deputy Vander-Heyden questioned the 4 injuries that occurred on the same day for DT training. Celeste stated that stretching was the only recommendation that was made to avoid the injuries. She also asked Deputy Vander-Heyden if she preferred additional information on the injuries in the report. No further information was requested by Deputy Vander-Heyden. Cathy Hill and Deputy Vander-Heyden questioned the claim associated with falling off of a table and a claim for the application of performing the Heimlich maneuver on an employee. Deputy Vander-Heyden is aware of the Heimlich claim and stated that the thrusts that were performed caused injury to the employee. Anne Stoll-Thompson questioned the claim surrounding an employee involved in an accident that stated the employee ran off the road into a ditch showing no contributing factor with a correction action of reduce speed. This was a Sheriff's employee performing their duties.

Celeste discussed the claim surrounding the lifting of a manhole cover stating that the employees in the department moves these covers on a consistent basis. Manhole covers weigh approximately 150 lbs. Ben West informed Celeste Wallick that there is a special tool made to lift these types of covers.

Celeste Wallick will be visiting departments who have a high number of incidents.

**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 questioned as to why this plan has not completed the review process. She recommended that this is the last review and that committee members should prioritize the view to complete the plan. The committee should get their notes to Celeste.

Victoria Nicolson-Hornblower asked the committee about space heaters and what is to be done. Celeste Wallick informed her that personal space heaters and coffee pots are not allowed until approved by facilities.

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

Ben West showed a video of Lynx Video System, the notification software that he is recommending for the County to use. This will replace panic buttons as the computer and software will act as a panic button. It is separate from Code Red. This system is also preferred by Technology Services. Ben also informed the committee that the system has not yet been purchased.

**8. Discussion on the communications training on Yammer and Twitter**

Deputy Vander-Heyden checked with some Sheriff's employees if they received any Yammer notifications or were aware of Yammer. Cathy Hill will follow up with Technology Services and Yammer notifications for the Sheriff's and Health Department.

**9. Discussion and review of memo to Senior Services recommending clients drive appropriately and safely through the County's parking lot**

The committee members reviewed the proposed memo and approved its content to release to the Senior Services Director.

**10. Discussion and possible action on recommendation of safety award nominations**

Celeste Wallick has not received any safety award nominations, however when distributing the OSHA 300A forms she added verbiage in the memo notifying the departments to view the website where they can find information on safety awards and the nomination process.

**11. Topics for future agendas**

- a. Code 65 update
- b. Review of the fire prevention plan
- c. Renewal of committee members and chairperson election
- d. Safety award nominations
- e. Communications training – Twitter and Yammer
- f. Response from memo to Senior Services
- g. Emergency Action Plan policy

**12. Public Comment**

There was no response to the call for public comment

**13. Meeting adjourned at 2:26 p.m.**

**WORKER'S COMPENSATION  
TIME LOST FROM WORK IN CY20  
as of 1-7-20**

CURRENT STATUS	DEPARTMENT	INCIDENT DATE	DIAGNOSIS	MECHANISM	LOST DAYS	RESTRICTED DAYS
OFF WORK	CSD	10/8/2018	STRAIN	LIFTING/MOVING HEAVY ITEM	100	348

TOTALS 100 348

NOTE: TOTAL NUMBER OF LOST AND RESTRICTED WORK DAYS ARE ANY THAT QUALIFY SINCE THE INCIDENT DATE

DATE	INCIDENT	INJURY	HAZARDOUS CONDITION	UNSAFE ACT	CONTRIBUTING FACTOR	CORRECTIVE ACTION	CLAIM or INCIDENT
11-3-19	ALTERCATION DURING AN ARREST	STRAIN	NORMAL	NORMAL	ACT OF ANOTHER	NONE	CLAIM
11-4-19	BENDING OVER DURING A SEARCH	STRAIN	NORMAL	NORMAL	NONE	USE A SEARCH MIRROR	CLAIM
11-5-19	TRIP/FALL ON SIDEWALK SEAM	STRAIN	UNEVEN WALKING SURFACE (COUNTY)	UNKNOWN	UNKNOWN	PAY ATTENTION	IO
11-8-19	SEARCHING POCKET OF INMATE	PUNCTURE	NORMAL	NORMAL	ACT OF ANOTHER	NONE	CLAIM
11-8-19	ENTERED CONDEMNED PROPERTY	EXPOSURE	UNKNOWN POSSIBLE CONTAMINANTS AT DWELLING	NORMAL	NONE	WEAR PPE	3 IOs
11-8-19	FELL WHEN MISJUDGED LAST STEP	SPRAIN, LACERATION/ABRASION	NORMAL	INATTENTION	NONE	PAY ATTENTION	CLAIM
11-12-19	STRUCK BY OFFICE DOOR	NONE REPORTED	LIMITED VISIBILITY - FROSTED GLASS	NORMAL	ANOTHER EMPLOYEE WAS EXITING AS THIS EMPLOYEE WAS ENTERING	NONE	IO
11-13-19	ALTERCATION DURING AN ARREST	CONTUSION	NORMAL	NORMAL	ACT OF ANOTHER	NONE	CLAIM
11-13-19	ALTERCATION DURING AN ARREST	ABRASION, SWELLING, PAIN	NORMAL	NORMAL	ACT OF ANOTHER	NONE	IO
11-14-19	RUNNING & ROLLED FOOT OFF SIDEWALK	STRAIN	NORMAL	NORMAL	AVOIDING PEDESTRIANS	NONE	CLAIM
11-14-19	MVA - RAN OFF ROAD INTO A DITCH	LACERATION, ABRASIONS, CONTUSIONS	NORMAL	LOST CONTROL OF VEHICLE	NONE	REDUCE SPEED, MAINTAIN CONTROL OF VEHICLE	CLAIM
11-14-19	ALTERCATION DURING AN ARREST	PUNCTURE, SCRATCHES	NORMAL	NORMAL	ACT OF ANOTHER	NONE	IO
11-15-19	REACHED INTO A HOLE WHEN FIXING A GUARDRAIL & WAS STUCK BY A NEEDLE	PUNCTURE	NEEDLE UNSEEN IN DEBRIS	NORMAL	AREA WAS TOO TIGHT TO RAKE, NEEDLE POKED THROUGH LEATHER GLOVES	USE A SCREWDRIVER TO REMOVE DEBRIS IN SMALL AREAS	CLAIM
11-16-19	RESPONDED TO A HOUSE FIRE & BREATHED IN SMOKE	EXPOSURE	SMOKE FROM STRUCTURE FIRE	NORMAL	UNKNOWN	WEAR PPE WHEN POSSIBLE, PARK AND STAND UPWIND	IO
11-17-19	PUTTING DOG IN TRUCK	DOG BITE	NORMAL	NORMAL	ANIMAL	USE PPE	CLAIM
11-18-19	DT TRAINING	STRAIN	NORMAL	NORMAL	NONE	STRETCHING	CLAIM
11-18-19	DT TRAINING	SPRAIN	NORMAL	NORMAL	NONE	STRETCHING	CLAIM
11-18-19	DT TRAINING	PAIN	NORMAL	NORMAL	PHYSICAL TRAINING	STRETCHING	IO
11-18-19	DT TRAINING	POPPING	NORMAL	NORMAL	PHYSICAL TRAINING	STRETCHING	IO
11-18-19	FELT PAIN IN CHEST AREA	ABNORMAL FINDING	NORMAL	NORMAL	UNKNOWN	FOLLOW UP WITH DOCTOR	IO
11-20-19	RESPONDING TO CALL	STRESS	NORMAL	NORMAL	NONE	NONE	CLAIM
11-20-19	INSECT BITE WHEN WORKING	INSECT BITE	UNKNOWN	NORMAL	UNKNOWN	AREA FUMIGATED	IO
11-20-19	ELEVATED HEART RATE, SHAKING	ABNORMAL FINDING	NORMAL	NORMAL	UNKNOWN	FOLLOW UP WITH DOCTOR	IO

Injury Report for		NOVEMBER 2019				Report as of 1-7-20			Page 2 of 2
DATE	INCIDENT	INJURY	HAZARDOUS CONDITION	UNSAFE ACT	CONTRIBUTING FACTOR	CORRECTIVE ACTION	CLAIM or INCIDENT		
11-22-19	EMERGENCY RESPONSE TRAINING	FRACTURE	NORMAL	NORMAL	NONE	NONE	CLAIM		
11-22-19	MVA - REAR-ENDED	STRAIN	NORMAL	NORMAL	ACT OF ANOTHER	NONE	2 CLAIMS		
11-23-19	ALTERCATION DURING AN ARREST	CONTUSION	NORMAL	NORMAL	ACT OF ANOTHER	NONE	CLAIM		
11-23-19	ALTERCATION DURING AN ARREST	ABRASIONS	NORMAL	NORMAL	ACT OF ANOTHER	NONE	IO		
11-23-19	ALTERCATION DURING AN ARREST	PAIN	NORMAL	NORMAL	ACT OF ANOTHER	NONE	IO		
11-24-19	PHYSICAL TRAINING - PUSHUPS	STRAIN	NORMAL	NORMAL	NONE	STRETCHING	CLAIM		
11-25-19	A DOG JERKED WHEN BEING HELD	STRAIN	NORMAL	NORMAL	ANIMAL	MAINTAIN CONTROL	CLAIM		
11-27-19	DT TRAINING	PAIN, SWELLING	NORMAL	NORMAL	NONE	STRETCHING	IO		

CLAIMS 18  
 INCIDENTS 16  
 TOTAL 34



DECEMBER 2019

Injury Report for

DATE	INCIDENT	INJURY	HAZARDOUS CONDITION	UNSAFE ACT	CONTRIBUTING FACTOR	CORRECTIVE ACTION	CLAIM or INCIDENT
12-1-19	RESPONDING TO A MVA IN A DITCH	SPRAIN, TENDONITIS	UNEVEN WALKING SURFACE (NON-COUNTY)	NORMAL	ICE, SNOW, UNEVEN SURFACE	NONE	CLAIM
12-3-19	PLAYING CHARITY BASKETBALL GAME	TEAR	NORMAL	NORMAL	OVEREXERTION	STRETCHING	CLAIM
12-4-19	DT TRAINING	STRAIN	NORMAL	NORMAL	NONE	STRETCHING	CLAIM
12-4-19	SLIP/FALL ON ENTRANCE MAT	CONTUSION	OLD, WORN SMOOTH MAT	LACK OF MAINTENANCE	WET FROM RAIN	MAT REMOVED AND REPLACED	IO
12-5-19	STEPED INTO POT HOLE	PAIN	UNEVEN SURFACE (NON-COUNTY)	NORMAL	NONE	NONE	CLAIM
12-6-19	DT TRAINING	STRAIN	NORMAL	NORMAL	NONE	NONE	CLAIM
12-6-19	ALTERCATION WITH INMATE	CONTUSION	NORMAL	NORMAL	ACT OF ANOTHER	NONE	IO
12-8-19	ALTERCATION WITH INMATE	EXPOSURE	NORMAL	NORMAL	ACT OF ANOTHER	NONE	CLAIM
12-11-19	LIFTING/MOVING HEAVY MANHOLE COVERS	STRAIN	NORMAL	NORMAL	THE LIDS ARE HEAVY	TRAINING ON PROPER LIFTING TECHNIQUES	CLAIM
12-11-19	FELL OFF OF A TABLE	STRAIN, CONTUSION	NORMAL	STANDING ON A TABLE	UNSAFE ACT	COUNSELING BY DEPARTMENT	CLAIM
12-13-19	ALTERCATION DURING AN ARREST	STRAIN, CONTUSION	NORMAL	NORMAL	ACT OF ANOTHER	NONE	IO
12-19-19	MOVING A VEHICLE SEAT CHOKED ON FOOD & RECEIVED	CONCUSSION	NORMAL	NORMAL	SEAT MOVED FORWARD QUICKLY	REVIEW SEAT FUNCTIONS, KEEP BODY AWAY	CLAIM
12-21-19	ABDOMINAL THRUSTS	CHOKING	NORMAL	UNKNOWN	NONE	USE CARE	CLAIM
12-25-19	FOOT PURSUIT	STRAIN	NORMAL	NORMAL	ACT OF ANOTHER	NONE	CLAIM
12-31-19	ALTERCATION WITH INMATE ELEVATED HEART RATE, DIZZY, SWEATING	NONE REPORTED	NORMAL	NORMAL	ACT OF ANOTHER	NONE	IO
12/31/2019		ABNORMAL FINDING	NORMAL	NORMAL	UNKNOWN	FOLLOW UP WITH DOCTOR	IO

CLAIMS 11  
 INCIDENTS 5  
 TOTAL 16

**DEPARTMENT BREAKDOWN**  
as of 1-7-20

**FY 19**  
7-1-18 thru 12-31-18

**FY 20**  
7-1-19 thru 12-31-19

DEPARTMENT	CLAIMS	INCIDENTS	TOTAL	CLAIMS	INCIDENTS	TOTAL
Alternative Sentencing	2		2	1	1	2
Animal Services	6	6	12	9	5	14
Assessors	1		1		1	1
Building & Safety			0			0
Clerk's Office	1		1			0
Crime Lab	3	3	6	3	3	6
Comptrollers	1	1	2		1	1
CSD - Facilities & Admin	3	1	4	2	1	3
District Attorneys	2		2		3	3
District Court	1		1			0
Equipment Services	1		1			0
Flood			0			0
Health		3	3	3	2	5
Human Resources			0		1	1
Human Services	6	1	7	7	5	12
Incline Village Justice Ct.	1		1			0
Juvenile Services	3		3	1	2	3
Libraries	1	4	5	2	4	6
Managers Office			0	1	2	3
Medical Examiner			0		1	1
Parks	1		1	3		3
Public Administrator			0			0
Public Defender	1	1	2			0
Public Guardian	1		1			0
Recorders Office			0	2	1	3
Registrar of Voters		1	1			0
Reno Justice Court			0			0
Roads	4	1	5	2	1	3
Sheriffs Office	60	20	80	50	32	82
Sparks Justice Court			0			0
Technology Services	1	1	2			0
Treasurers		1	1			0
Water	1	1	2	1		1
<b>TOTALS</b>	<b>101</b>	<b>45</b>	<b>146</b>	<b>87</b>	<b>66</b>	<b>153</b>

**MONTHLY COMPARISON**  
as of 1-7-20

	FY15			FY16			FY17			FY18			FY19			FY20			
	CLAIMS	IR'S	TOTAL	CLAIMS	IR'S	TOTAL	CLAIMS	IR'S	TOTAL	CLAIMS	IR'S	TOTAL	CLAIMS	IR'S	TOTAL	CLAIMS	IR'S	TOTAL	DENIED
JULY	17	6	23	12	12	24	17	6	23	8	12	20	10	8	18	15	19	34	2
AUG	10	12	22	22	13	35	22	5	27	19	7	26	20	3	23	19	8	27	2
SEPT	19	15	34	18	8	26	18	12	30	14	6	20	17	9	26	11	8	19	4
OCT	22	7	29	15	7	22	15	5	20	17	7	24	23	13	36	13	10	23	1
NOV	12	11	23	15	4	19	14	3	17	15	12	27	11	9	20	18	16	34	0
DEC	14	10	24	18	9	27	22	8	30	17	2	19	20	3	23	11	5	16	
JAN	16	8	24	23	22	45	24	10	34	10	5	15	5	12	17				
FEB	18	6	24	17	21	38	22	5	27	11	14	25	12	14	26				
MAR	22	8	30	15	18	33	18	10	28	12	16	28	13	14	27				
APR	18	8	26	18	11	29	12	11	23	13	9	22	8	10	18				
MAY	16	9	25	20	3	23	13	8	21	10	29	39	12	15	27				
JUN	11	12	23	13	8	21	14	4	18	21	37	58	9	6	15				
	<b>195</b>	<b>112</b>	<b>307</b>	<b>206</b>	<b>136</b>	<b>342</b>	<b>211</b>	<b>87</b>	<b>298</b>	<b>167</b>	<b>156</b>	<b>323</b>	<b>160</b>	<b>116</b>	<b>276</b>	<b>87</b>	<b>66</b>	<b>153</b>	<b>9</b>

6 MONTHS

155

153

147

136

146

153