

SAFETY COMMITTEE MEMBERS

Ben West - Chair
Monica Liebgott
Cathy Hill
Celeste Wallick
Kellisa Shirane
Jay Slocum
Sgt. Lars Christensen



**LEGAL COUNSEL TO THE
SAFETY COMMITTEE**
Beth Hickman

NOTICE OF MEETING AND AGENDA

WASHOE COUNTY SAFETY COMMITTEE

**July 20, 2023
1:30 PM**

**Washoe County Administration Complex
1001 E. Ninth Street, Reno, Nevada
Comptroller's Large Conference Room, Building D, 2nd Floor AND
Remotely via Zoom
Meeting ID: 91492635792**

NOTE: Items on the agenda may be taken out of order, combined with other items, removed from the agenda, or moved to the agenda of another later meeting. Items with a specific time designation will not be heard prior to the stated time, but may be heard later.

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 three minutes per person. Additionally, public comment of three minutes per person will be heard during individually numbered items designated as "for possible action" on the agenda. Members of the public are also invited to submit comments in writing.

Forum Restrictions and Orderly Conduct of Business. 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 Committee. However, responses from the 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 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 Committee may do this either during the public comment item or during the following item: "Committee/Staff announcements, requests for information, topics for future agendas and statements relating to items not on the agenda".

Posting of Agenda. Pursuant to NRS 241.020 (4)(b), the Agenda for the Washoe County Safety Committee Meeting has been posted at the following locations: Washoe County Administration Building (1001 E. 9th Street, Bldg. A); the Washoe County website (www.washoecounty.us/comptroller/board_committees/safety_committee); and the Nevada Public Notice Website (<https://notice.nv.gov>).

How to Get Copies of the Agenda and Supporting Materials. Copies of this Agenda and supporting materials for the items on the agenda provided to the Washoe County Safety Committee are available to members of the public by contacting Jeri Renshaw at the Comptroller’s Office (1001 E. 9th Street, Bldg. D, 2nd Floor, Room 200, Reno, Nevada), phone 775-328-2665, or email at jrenshaw@washoecounty.gov; and are also posted on the County’s website at: www.washoecounty.us/comptroller/board_committees/safety_committee.

Special Accommodations. Persons with disabilities who require special assistance (e.g. sign language, interpreters or assisted listening devices) to participate in the meeting should please contact Jeri Renshaw at the Comptroller’s Office by emailing jrenshaw@washoecounty.gov or by leaving a message at 775-328-2665 in advance at least 48 hours before the meeting so that arrangements can be made.

Possible Changes to the Agenda and Timing. 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).

AGENDA

1. **Call to Order and Determination of Quorum** [Non-Action Item].
2. **Public Comment** [Non-Action Item]. Comments heard under this item will be limited to three minutes per person and may pertain to matters both on and off the Safety Committee agenda. However, action may not be taken on any matter raised during this public comment period until the matter is specifically listed on an agenda as an action item. Comments are to be made to the Safety Committee as a whole.
3. **Announcement** [Discussion Only]. Announcement of Celeste Wallick’s retirement and actions to replace her position.
4. **Approval of May 18, 2023, Meeting Minutes** [For Possible Action]. A review and approval of the Washoe County Safety Committee meeting minutes of May 18, 2023.
5. **Presentation and Discussion of Industrial Injury Reports** [For Possible Action]. A presentation of the Industrial Injury Summary Reports and discussion, and possible action, to make recommendations for the purpose of prevention of work-related injuries or illnesses.
6. **Code 65 Update** [For Possible Action]. A discussion on Section 65 of the Washoe County Code and possible action to recommend code revisions and/or updates for the purpose of addressing work-related injuries or illnesses.
7. **Communication Summary** [For Possible Action]. A review, discussion, and possible action based on the communication summary from Ben West for safety announcements to County personnel.
8. **Award Nominations** [For Possible Action]. A discussion and possible recommendations of safety award nominations for County employees.
9. **Committee Planning for 2023** [For Possible Action]. A discussion and possible action regarding activities, events, notifications, and projects to be accomplished in calendar year 2023.

10. **Update on Safety Drills** [For Possible Action]. A presentation and update by Ben West on County scheduled safety drills that have taken place since the last meeting and possible discussion of safety drills.
11. **Announcements and Future Agendas** [Non-Action Item]. Comments by the Committee or staff members, limited to announcements, topics, or issues for future agendas. No discussion among committee members will take place on this item.
12. **Public Comment** [Non-Action Item]. Comments 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. However, action may not be taken on any matter raised during this public comment period until the matter is specifically listed on an agenda as an action item. Comments are to be made to the Safety Committee as a whole.
13. **Adjournment.** [Non-Action Item].



WASHOE COUNTY
COMPTROLLER'S DEPARTMENT

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

SAFETY COMMITTEE MEETING MINUTES
COMPTROLLER CONFERENCE ROOM – 2ND FLOOR
MEETING HELD VIA TEAMS
MAY 18, 2023
1:30 PM

Call to Order

Ben West called the meeting to order at 1:32 pm.

1. Roll Call

Ben West	Washoe County Manager's Office
Cathy Hill	Washoe County Comptroller and Risk Manager
Celeste Wallick	Safety Analyst
Beth Hickman	Washoe County District Attorney
Monica McKee	WCEA Representative
Jay Slocum	Washoe County Public Attorneys Association
Kellisa Shirane	Washoe County Nurse's Association
Sgt. Lars Christensen	Washoe County Sheriff's Deputy Association

Public Present

Deputy Christopher Denn

2. Public Comment

There was no public comment.

3. Approval of January 19, 2023, Meeting Minutes [For Possible Action]. A review and approval of the Washoe County Safety Committee meeting minutes of January 19, 2023.

Cathy Hill made a motion to approve the minutes of January 19, 2023, as they stand. Sgt. Lars Christensen seconded the motion. Motion passed unanimously.

4. Presentation and Discussion of Industrial Injury Reports [For Possible Action]. A presentation by Celest Wallick of the Industrial Injury Summary reports and discussion, and possible action, to make recommendations for the purpose of prevention of work-related injuries or illnesses.

Celeste Wallick brought everyone's attention to the reports that start on page 10 and go through page 22.



She explained that the reason these reports are provided is to look for trends, to look at what has been happening within the County and for suggestions of corrective actions to keep injuries from happening in the future.

On the monthly comparison on page 23, the total number of incidents and claims combined is much higher than prior years for January through March. In January, 35 of 56 injuries were due to ice and snow slips and falls. Not all were County employees, but a lot of them were. In February, 9 injuries were due to ice and snow, but the biggest numbers were due to inmate altercations and contact, this includes suspects and arrestees in the inmate's category. Sgt. Lars Christensen added that even when it's a simple blood exposure they send people in to get checked out. He also said that they are trying to reduce inmates' time within their cells in hopes of keeping tension down, which is possible with the increased staffing that has been made available within the housing units. They hope that by improving quality of life for inmates this will reduce tension and result in less altercations.

Celeste continued, that in March there were 46 claims and incidents. Ten of these injuries were due to the snow and ice, 8 were due to inmate arrests and altercations. And one of the items that Celeste wanted to point out this meeting was that there were 12 "incident only" reported on March 22nd of respiratory exposure to mold due to flooding at the Incline substation. It is an older building and they identified both mold and asbestos in that building. They took immediate action by removing employees and relocating them to an alternate site. They also started abatement actions. Celeste added that on May 3rd there were 2 claims that came in regarding rashes in an office area of the same department. The department and Facilities took immediate actions to remove any item that could have caused it and did a deep cleaning of the area, but it is ongoing, and the source of the rashes has not yet been identified.

5. **Code 65 Update [For Possible Action]. A discussion on Section 65 of the Washoe County Code and possible action to recommend code revisions and/or updates for the purpose of addressing work-related injuries or illnesses.**

Ben West stated that he will get these items on an agenda in July which will include one last legal review.

6. **Communication Summary [For Possible Action}. A review, discussion, and possible action based on the communication summary from Ben West.**

Ben West said they have had steady monthly safety messaging from the Communications Team. He keeps in contact with them so they can get messaging pushed out to employees. He has worked on a calendar schedule with them including ice and snow for January and February. Traffic related safety and pedestrian safety will be coming out soon regarding the Reno Rodeo.

Ben West encouraged everyone to send any safety messages his way and he can coordinate with the Communications Team to get that messaging out on behalf of the Safety Committee Team.

7. **Award Nominations [For Possible Action]. A discussion and possible recommendations of safety award nominations for County employees.**

There were 5 employees nominated for safety awards: Eric Crump, Jacob Ayala, Arunas Narusevicius, Antonio Lopez and Sarah Turner. Cathy Hill mentioned that once the Safety Committee votes on the nominations, then they will get them on the BCC agenda so that their actions can be acknowledged by the Board of County Commissioners.

She continued that the Chair of the Committee usually attends the BCC meeting to present the awards (certificates and pins) to the recipients. The committee reviewed each nomination and unanimously voted to award all 5 employees a safety award. Ben encouraged everyone to try and get the word out that anyone can make a nomination for a safety award.

8. Committee Planning for 2023 [For Possible Action]. A discussion and possible action regarding activities, events, notifications, and projects to be accomplished in calendar year 2023.

Cathy Hill asked Ben West if he was aware of any more construction projects for any of the County locations. Ben responded that he was not aware of any additional projects at this time. There was a brief discussion of the recent construction on Sutro Street and the quick response of the construction company crew to get one-way signs up for traffic safety. Cathy asked that they stay sensitive to future construction projects and get these items posted as soon as possible.

9. Update on Human Resources Training Site Advancements [For Possible Action]. A presentation by Celeste Wallick on Human Resources training and site advancements.

Celeste Wallick stated that HR has begun a new training series for the County HR Reps. Initially, safety was slated for the 3rd module of the training but has since been moved up to the 1st module of training which indicates their understanding of the importance of safety training. Risk Management has been working with HR on a program that's more simplified than it is now but still gives them all the information they need. Celeste added that if there is specific training that is needed, then they can reach out to Risk Management and that can be provided as well.

10. Update on Safety Drills [For Possible Action]. A presentation and update by Celeste Wallick and/or Ben West on County scheduled safety drills that have taken place since the last meeting and possible discussion of safety drills.

Ben West said there was only 1 recent safety drill conducted up at Incline Village. They did a fire drill with the Incline Village library staff. John, their branch manager, was commended for always asking to do one drill during their quarterly meetings. Celeste Wallick stated that Animal Services also ran a drill and that it went well. Ben said that there had been a fire alarm since their last meeting at 9th and Wells. It was not a drill but everything seemed to proceed the way that it should. Also, there was a good reaction from the Manager's office staff responding to alarm panels. There are 5 alarm panels at 9th and Wells and 1 of them is in the Manager's office where the recently trained administrative staff works. Ben encouraged departments to reach out to him or to Celeste to set up drills especially those departments located outside the main complex at 9th and Wells.

11. Announcements and Future Agendas [For Possible Action]. Comments by the Committee or staff members, limited to announcements, topics, or issues for future agendas. No discussion among committee members will take place on this item.

Sgt. Lars Christensen inquired if it would be beneficial to have a deputy level employee from the Sheriff's association on the Safety Committee. Cathy Hill stated that she thought that Sgt. Christensen's should decide who would be the best person to represent the Sheriff's association and who would be the best liaison. Sgt. Christensen responded that he would continue to be part of the Committee and would not make any changes at this time. He may have a deputy sit in on the meeting for the public comment side of the meetings from time to time and would probably have a deputy as an alternate to his position on the committee. Cathy Hill shared the newly published Safety Committee page on the Comptroller's

SharePoint site that Celeste Wallick has been working on. Celeste did a brief presentation of the page. She asked for input from Committee members on how they can make the site better. Sgt. Christensen said that the Safety Topics on the page will be a great resource when they are looking for briefing topics. Ben West said he can also add links from the Communications Team messaging to direct people to this page for more information; and he would also like to see links so that wherever you are on Inside Washoe there can be a safety link for employees to access safety information. The next Safety Committee meeting will take place on July 15, 2023.

- 12. Public Comment [Non-Action Item]. Comments 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. However, action may not be taken on any matter raised during this public comment period until the matter is specifically listed on an agenda as an action item. Comments are to be made to the Safety Committee as a whole.**

There was no public comment.

- 13. Adjournment [Non-Action Item].**

Meeting adjourned at 2:10 p.m.

MONTHLY COMPARISON

as of 5-9-23

	FY21				FY22				FY23			
	CLAIMS	IR'S	TOTAL	DENIED	CLAIMS	IR'S	TOTAL	DENIED	CLAIMS	IR'S	TOTAL	DENIED
JULY	10	12	22	1	9	8	17	0	9	4	13	2
AUG	11	7	18	2	6	10	16	1	19	13	32	1
SEPT	10	10	20	1	23	6	29	3	11	7	18	2
OCT	17	24	41	3	18	15	33	3	8	7	15	1
NOV	9	4	13	0	13	12	25	3	12	15	27	0
DEC	9	4	13	0	17	18	35	1	17	9	26	3
JAN	12	2	14	2	9	11	20	2	27	29	56	2
FEB	11	3	14	0	9	10	19	2	20	12	32	0
MAR	13	6	19	0	17	10	27	4	13	33	46	0
APR	8	10	18	0	18	6	24	0	15	9	24	0
MAY	13	5	18	0	7	11	18	2	5	1	6	0
JUN	18	5	23	0	8	8	16	2	13	5	18	0
	141	92	233	9	154	125	279	23	169	144	313	11

as of May 31st

210

263

313

Department
ALTERNATE SENTENCING - Count = 1
ANIMAL SERVICES - Count = 6
ASSESSOR 112 - Count = 2
BUILDING & SAFETY 540 RENO - Count = 1
COMPTRROLLER 124 - Count = 1
CORONER 510 - Count = 4
CRIME LAB - Count = 5
DISTRICT ATTORNEY 115 COURT - Count = 4
DISTRICT COURTS 230 COURT - Count = 3
GENERAL SERVICES 610 NINTH - Count = 1
HEALTH 2 RENO - Count = 2
INMATE - Count = 1
JAN EVANS JUVENILE SERV 236 - Count = 9
JUSTICE COURTS 259 RENO - Count = 1
LAW LIBRARY 233 - Count = 1
MANAGER 119 - Count = 2
PARK & RECREATION 400 WASHOE - Count = 2
PUBLIC DEFENDER 217 - Count = 1
PUBLIC GUARDIAN 355 - Count = 2
ROADS 5 LONGLY - Count = 5
SHERIFF 500 COURT - Count = 121
SOCIAL SERVICE - Count = 6
TREASURER 116 - Count = 1