



COMPTROLLER
Risk Management Division

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SAFETY COMMITTEE MEETING MINUTES OF MARCH 19, 2015

The Washoe County Safety Committee Meeting convened at 1:32 p.m. in regular session in the Caucus Room, Washoe County Administration Complex, 1001 E. Ninth Street, Building A, 2nd Floor, Reno Nevada.

1. * Roll Call.

Don Cavallo called the meeting to order.

Members present were:

Don Cavallo, Safety Committee Chairman, Public Administrator and the representative for the department heads

Celeste Wallick, Risk Management Analyst and the County Safety Officer

Angela Penny, representative for the Washoe County Nurses' Association

John Sabo, Deputy, representative for the Washoe County Sheriff's Deputies Association

Marc Bello, Sergeant, representative for the Washoe County Sheriff's Supervisors Association

Carla Fells, representative for the Washoe County Employees' Association

Paul McArthur, Acting Risk Manager

Legal Counsel to the Committee present were:

Keith Monroe

2. * Public comment.

There was no response to the call for public comment.

3. Approval of the Washoe County Safety Committee meeting minutes of December 4, 2014.

Mr. Cavallo called for a motion to approve the minutes of the January 15, 2015 Safety Committee Meeting. Ms. Wallick moved to approve. Upon a second by Mr. McArthur, the minutes were unanimously approved.

4. Brief refresher discussion of the open meeting law to be presented by Legal Counsel to the Safety Committee. The complete Nevada Open Meeting Law Manual can be found at: http://ag.nv.gov/About/Governmental_Affairs/OML.

DDA Monroe handed out a brief description of the Open Meeting Law. This handout will be included with the meeting materials on the Washoe County website.

Enacted in 1960, the Nevada Open Meeting Law (OML) ensures that the actions and deliberations of public bodies are conducted openly. There are several key components to the

OML. Written notice of the meeting must be posted in the applicable locations prior to 9:00 a.m. three working days prior to the date of the meeting. This notice must include the time, place and location of the meeting; a statement regarding accommodations for those physically impaired; and the agenda for the meeting.

The Agenda must delineate concise topics for discussion and must clearly indicate which items may require action of the Committee during discussion. Public comment may be called for at the beginning and end of the public meeting or before or after each Agenda item. The meeting must be recorded and minutes must be made available to the public within 30 business days of the meeting.

If the Committee requires a closed meeting session, The DA's Office needs to be contacted to advise on the proceedings.

Mr. Cavallo thanked DDA Monroe for his presentation to the Committee.

5. Discuss changing Safety Committee Meeting venue, going forward, to the Comptroller's Department Large Conference Room, Building D, Second Floor.

Mr. Cavallo called for comment on item #5. There being no comment from the public, the Committee discussed permanently moving the venue of the meetings to the Comptroller's Large Conference room in Building D. It was discussed that, though the Caucus Room is transparent and easily accessible, it can be difficult to book depending upon the needs of the Board of County Commissioners' and the County Manager's needs for the room. It was further discussed that the Comptroller's Conference Room does have elevator access and is large enough to accommodate public attendance. Mr. Cavallo moved that the Safety Committee Meeting location be moved from the Caucus Room to the Comptroller's Department Large Conference Room. Upon a second by Mr. McArthur, the motion carried unanimously.

6. Committee approval of the Drivers' Policy, Authorization to Order Employee Driving Record form, and Communication/Electronic Device Use form.

Ms. Wallick stated that the revision of the County Driver's Policy began a few years ago. The current policy is generic and does not give the County any direct control over the County's drivers. The revised policy has been approved by Risk Management, Human Resources, and the Assistant County Manager. The Safety Committee preliminarily approved the policy at their meeting of September 18, 2014. The only change that has been made since the Committee's last review is the addition of language to cover communication devices for those who require them for their job.

The *Authorization to Order Employee Driving Record form* allows for obtaining reports on drivers every 3 years, or as information is required. The permission extends to the sharing of such information when necessary.

Mr. McArthur asked if the employees are made aware that upon use of a County vehicle they should inspect the vehicle for damage before and after use and report any damage to Risk Management. It was agreed that Ms. Wallick would include this information in future Defensive Driving Courses which are mandatory for County drivers every three years. It was noted that these requirements are geared more toward other departments and that the Sheriff's Department

has their own vehicle inspection requirements. Ms. Penny questioned if these policies and the insurance coverage extends to personal vehicles used for County business. Mr. McArthur stated that the policy is intended primarily for County fleet vehicles. It was discussed that NRS Chapter 41 covers personal vehicle use in more depth.

Mr. Cavallo thanked Ms. Wallick for all of her work on the policy and forms and moved that the *Driver Policy, Authorization to Order Employee Driving Record, Communication / Electronic Device Use*, and the *Communication / Electronic Device Use Form* be approved as they stand by the Safety Committee. Mr. McArthur seconded. It was clarified that there would be no changes to the documents based on discussion during this meeting. It was confirmed that the changes discussed will be addressed in the Defensive Driving Course and that no changes will be made to the existing policies and forms. Upon such verification the Committee unanimously approved and the motion carried.

7. Review and discuss Industrial Injury Summary Reports. Discussions will include recommendations of the Committee for prevention of work-related injuries or illnesses.

Regarding Lost Time Claims, Ms. Wallick reminded the Committee that, though the Date of Incident (DOI) may be in prior years, the time lost on the current report reflects the time lost during the current calendar year. Ms. Wallick stated that there have not been as many slips, trips, and falls since training has been increased and focused on these topics.

It was noted that on the January-February Injury Reports, IO is for Incident Only, meaning that no medical treatment was received, therefore no medical claim was filed. Regarding corrective action suggestions from the Safety Committee, Mr. Cavallo gave the example of a slip, trip, and fall at Incline includes a recommendation to look at a specific ramp and perhaps determine the feasibility of providing shoe spikes to employees. What is asked of the Safety Committee are recommendations that those involved in the original incident may not have thought of. Ms. Wallick indicated that many incidents are caused by inattention. However, incidents such as mold require a larger eradication process.

Regarding Work Comp history, the County has paid \$44 million in claims to date. Mr. McArthur questioned if there is a statute of limitations on incidents? Ms. Wallick answered that Workers Comp claims have a lifetime guarantee. Permanent disability can be a result of a single incident from the past. Per the Fiscal Year comparison, paid claims are down from previous years. Mr. McArthur indicated that the reports are also used for budget purposes for department. Department heads can request department data as liability insurance rates are assigned for the fiscal year.

Mr. Cavallo moved to approve Lost Time and Claims Reports as written. Upon a second by Ms. Wallick, the reports were unanimously approved.

8. Determine interest in Safety website banner placement on Association websites, per motion on Agenda Item #8 of the January 15, 2015 meeting of the Safety Committee.

Ms. Wallick stated that the Safety Committee had asked for more information on the WCEA website than what they have. It was questioned if other Associations will be including more Safety information on their sites. Mr. Bello stated that he does not believe the Sheriff's Supervisor Association has a website, but that, if there is, he would support including Safety

information on it. It was decided that, due to time constraints, this item would be brought back to the Committee at the May meeting. It was decided that the item will be a non-action item on the next Agenda and that the only action being suggested at this time is for Association representatives to determine if their Associations have a website where Safety information could be included.

9. Discussion of notification of employees regarding insurance of County vehicles. Possible implementation of a card with the NRS code that covers all County vehicles.

Ms. Wallick indicated that insurance information is included in each red envelope in each County vehicle. She stated that the NRS code is mentioned on the red envelope. Mr. Cavallo suggested including instruction on that information in the Defensive Driving Course. He also indicated that he would look at his department's vehicle information and determine who maintains and supplies the envelopes for these vehicles. The topic will be re-addressed after research has been conducted.

10. Discuss adding more earthquake kits throughout County buildings.

Due to time constraint, this topic will be discussed at the next Safety Committee Meeting.

11. Topics for future agendas.

Other than the topics tabled from this agenda, there are no further suggested topics for discussion at the next Safety Committee Meeting.

12. 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. The Safety Committee will also hear public comment during individual action items, with comment limited to two minutes per person. Comments are to be made to the Safety Committee as a whole."

There was no response to the call for public comment.

13. Adjournment – 2:29 p.m.

There being no further business to come before the committee, Mr. Cavallo recommended adjournment. There being no opposition, the meeting was adjourned.