# **SAFETY COMMITTEE MEETING MINUTES**

# **MEETING HELD VIA ZOOM**

# **JANUARY 16, 2025**

# **1:30 PM**

1. **Call to Order and Determination of Quorum** [Non-Action Item]**.**

Ben West called the meeting to order at 1:30 pm, read the public participation section of the agenda, took roll and declared there was a quorum.

1. **Public Comment** [Non-Action Item].

No public Comment.

1. **Announcement** [Discussion Only].

Ben West announced the appointment of Brett Seegmiller representing the Washoe County Sheriff’s Deputy Association and Sean McVickers representing the Washoe County District Attorney Investigator’s Association to the Washoe County Safety Committee by their respective associations. Edwin added that Anne Stoll-Truelock would also be a new addition to represent the Washoe County Employees Association. Edwin received the letter of appointment from the WCEA after sending out the Agenda. Anne will replace Monica McKee who was assigned elsewhere.

1. **Approval of October 17, 2024, Meeting Minutes** [For Possible Action]. A review and approval of the Washoe County Safety Committee meeting minutes of October 17, 2024.

Anne Stoll-Truelock made a motion to approve the minutes of October, 2024, as they stand. Brett Seegmiller seconded the motion. Motion passed unanimously.

1. **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.

Edwin Smith presented the report. Per last meeting, all detailed claims are from the last meeting only. With a running total comparison of the current and previous years same time frame. 43 claims since last meeting. There were no external factors present with these claims. Total time away was high based on 3 claims. Costs are less than half of previous year. No additional questions.

1. **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.

Ben noted the communications regarding inclement weather and snow melt that our winter has been mild. We have had a reduction is slip and falls on ice and hopeful for that to continue. Edwin noted that the forecast is possibly expecting worsening weather in the coming week and to be looking at that.

Cathy asked if Ben planned to put out messaging regarding the parking at 9th st considering the ongoing construction at the Senior Center. Ben received a request from capital projects regarding changes and Ben will follow up with new parking plan to employees.

Anne asked that something be sent to 9th street employees also regarding the fire lane between buildings B and C. People are using this area for short term parking and it is to be kept clear at all times as a fire lane. It is noted that is has not been Meals on Wheels trucks and assumption is that it is mainly HSA staff.

Edwin welcomed Kelly to the meeting and read an email from Kaleigh Behrendt regarding concerns of safety for Health employees walking to cars behind Bldg 1B towards Livestock Events Center. Ben suggested we check with Facilities that they can confirm lights are all working and active in parking lot.

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

There are no new nominations. Ben will have get out the word. Edwin will get the nomination forms uploaded on the safety intranet site. Ben gave examples of previous awards and indicated we as Safety Committee members can be on the lookout to nominate someone as well.

1. **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.

Waiting for evacuation drills in the Spring and warmer weather. CSD has reached out to Ben regarding drills and Ben let them know they can do drills at department level with Ben and Edwin coordination or assistance.

Brett Seegmiller noted their drills are more job specific.

Ben met with Sheriff’s Office bailiff at Incline Village Justice Court and are making a few changes regarding security and will get drills scheduled.

1. **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.

Edwin informed the committee that he is working on a sharepoint site for the Safety Reps to use and improve communication.

Ben suggested that depending on Facilities information regarding lighting at 9th st, we add lighting to future agenda.

1. **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.

No public comment.

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

The meeting was adjourned at 1:51 p.m.