

SAFETY COMMITTEE MEMBERS

Ben West - Chair
Monica McKee
Cathy Hill
Edwin Smith
Kaleigh Behrendt
Jay Slocum
Deputy Jason Leshner
Kelly Echeverria



**LEGAL COUNSEL TO THE
SAFETY COMMITTEE**
Chaz Lehman

NOTICE OF MEETING AND AGENDA

WASHOE COUNTY SAFETY COMMITTEE

October 17, 2024

1:30 PM

Washoe County Administration Complex

1001 E. Ninth Street, Reno, Nevada

Remotely via Zoom Only

Meeting ID: 929 8546 5847

Passcode: 095682

Join Zoom Meeting

<https://washoecounty-gov.zoom.us/j/92985465847?pwd=3TRr1JjmCZsrG6MoTxqmraNKjAktJ.1>

Public Participation. This meeting is being conducted via Zoom only. To participate via Zoom, please log into the Zoom webinar at the link at the top of the agenda, or you can join by typing zoom.us into your computer browser, clicking “Join a Meeting” on the ZOOM website, and entering **Meeting ID: 929 8546 5847**. This option will require a computer with audio and video capabilities. Alternatively, you can join by telephone only by dialing **+1-719-359-4580**, entering the **Meeting ID: 929 8546 5847** and pressing #.

Members of the public may submit public comment via Zoom or attending by telephone. To provide public comment via Zoom, log into the ZOOM webinar at the above link and utilize the “Raise Hand” feature during any public comment period. To provide public comment via telephone only, press *9 to “Raise Hand” and *6 to mute or unmute your telephone.

Time Limits. Public comments are welcomed during the Public Comment periods at the beginning and end of the meeting. Additionally, public comment specific to the action item being considered will be heard during individual action items on the agenda. Public comment can be made on any subject, whether listed on the agenda or not, and is limited to three minutes per person. Members of the public are also invited to submit comments in writing by email to either esmith@washoecounty.gov or washoe311-PRR@washoecounty.gov. The County will make reasonable efforts to send all email comments received by 4:00 p.m. on October 16, 2024, to the Committee members prior to the meeting.

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. 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), 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 Safety Committee website (www.washoecounty.us/comptroller/board_committees/safety_committee); and the Nevada Public Notice Website (<https://notice.nv.gov>).

Possible Changes to the Agenda and Timing. The Committee may consider items on the agenda out of order, may combine two or more agenda items for consideration, may remove an item from the agenda, or may delay discussion of an item on the agenda at any time.

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 Edwin Smith at the Comptroller’s Office (1001 E. 9th Street, Bldg. D, 2nd Floor, Room 200, Reno, Nevada), phone 775-328-2210, or email at esmith@washoecounty.gov; and are also posted on the Washoe County Safety Committee’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 Edwin Smith at the Comptroller’s Office by emailing esmith@washoecounty.gov or by leaving a message at 775-328-2210 in advance at least 48 hours before the meeting.

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** [Non-Action Item]. Announcement of the Appointment of Kelly Echeverria to the Washoe County Safety Committee by Manager Brown as an employee with knowledge of Safety and/or Security per Code 65.
4. **Approval of July 18, 2024, Meeting Minutes** [For Possible Action]. A review and approval of the Washoe County Safety Committee meeting minutes of July 18, 2024.
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. **Employee Communication Summary** [For Possible Action]. A review of employee safety communication and recommendations from committee members for future subjects to be communicated to employees.
7. **Award Nominations** [For Possible Action]. A discussion and possible recommendations of safety award nominations for County employees.

8. **Update on Safety Drills** [For Possible Action]. A presentation and update by Washoe County Security Administrator Ben West on County scheduled safety drills that have taken place since the last meeting and possible discussion of safety drills.
9. **Presentation of Department checklist** [Non-Action Item]. A presentation of a Safety Self Checklist for department use by Edwin Smith.
10. **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.
11. **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.
12. **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

MEETING HELD VIA ZOOM

JULY 18, 2024

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.

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

There was no public comment.

3. **Announcement [Discussion Only].**

Ben West announced the resignation of Kellisa Shirane and appointment of Kaleigh Behrendt as representative of WCNA (Washoe County Nurses Association) to the Safety Committee. Neither were in attendance at this meeting. Edwin Smith informed the Committee that he was in possession of the appointment letter from WCNA.

4. **Approval of May 16, 2024, Meeting Minutes [For Possible Action]. A review and approval of the Washoe County Safety Committee meeting minutes of May 16, 2024.**

Jason Leshar made a motion to approve the minutes of May 16, 2023, as they stand. Monica Mckee seconded the motion. Motion passed unanimously.

5. **Election of New Chair [For Possible Action]. Committee Members to elect a new Chair to replace Ben West.**

Hearing no other nominations, Ben West nominated himself to continue as Chair for 2024. Cathy Hill has been Department Head assigned by Manager Eric Brown so she has the ability to motion and vote. As such Cathy Hill seconded Ben West's nomination as Chair. Vote passed unanimously.

6. **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 Calendar Year to Date report. While there were an additional 32 claims since our last meeting, we are still well ahead of calendar year to date 2023. There were no additional questions. Cathy Hill and Ben West do like the report format going forward.



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7. **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.

Edwin Smith said Jay Slocum was coming up on his term. Jay Slocum is happy to continue his appointment and Edwin will contact the association for a letter of appointment. Ben West let committee know that the County Manager appointments have been made and Ben is just awaiting memorandums to make those official. Ben West will be the permanent member from the manager's office. Cathy Hill will be the Department Head appointee and Kelly Echeverria will be appointed as County employee with knowledge of safety and security. Edwin will reach out to new the associations after our October meeting to fill vacating positions beginning in January 2025.

8. **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 West had communications push out heat advisory information a couple of times due to our hot weather in the last few weeks. He will ask them to add verbiage how to reach Safety Committee. Ben will have them put out information for Hot August Nights before our next meeting.

Edwin Smith informed committee that Animal Services has also been posting media related to the heat for pets.

Cathy would like communications to push something out regarding the safety nominations to get them out to employees.

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

There are no new nominations.

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.

Ben West has been contacted by facilities and our fire alarm panel contractor. They are interested in helping and Ben will set something up with them. Ben is aiming for Fall when the heat is better for evacuations.

Edwin Smith has found an old safety list rep for 2021 and is in process of getting that up to date.

Jason Leshar informed committee that the Sheriff's Office has performed drills in December and early May. Both tabletop drills as it is difficult to do live drills with inmates. One thing they found is that the participants get so focused on evacuating the jail and inmates that they forget about staff working in the rest of facility. So they are focusing on getting around to the offices and access to keys. The other issue that arose is that the employees working central and area controls are captive to that area until they are relieved. Deputies are supposed to go in with air packs to relieve the civilian personnel until area is cleared and some deputies were not aware of plan.

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.

Ben West would like to keep Code 65 updates, industrial injury reports and communications summary.

Edwin Smith will create a safety checklist to distribute to the department reps. Edwin will then add an item to the agenda for updates on these checklists.

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].

The meeting was adjourned at 1:57 p.m.