



**COMPTROLLER**  
**Risk Management Division**

- Safety
- Insurance

# WASHOE COUNTY

*"Dedicated to Excellence in Public Service"*

1001 E. Ninth Street  
P.O. Box 11130  
Reno, Nevada 89520-0027  
Phone: (775) 328-2665  
Fax: (775)-325-8063

## SAFETY COMMITTEE MEETING MINUTES

### COMPTROLLER CONFERENCE ROOM – 2<sup>ND</sup> FLOOR

November 16, 2017

1:30 PM

#### Call to Order

Chairperson Lt. Marc Bello called the meeting to order at 1:30pm.

#### 1. Roll Call

Lt. Marc Bello	Chairperson - Washoe County Sheriff's Supervisory Deputies Association
Anne Stoll-Thompson	WCEA representative
Cathy Hill	Washoe County Comptroller and Risk Manager
Jan Houk	Washoe County Nurse's Association
Celeste Wallick	Washoe County Risk Analyst
Keith Munro	Legal Counsel for Committee
Christine Vuletich	Washoe County Manager's Office

#### Not present

Deputy John Stewart          Washoe County Sheriff's Deputies Association

#### Public Present

None

#### 2. Public Comment

There was no response to the call for public comment.

#### 3. Approval of minutes from August 16, 2017 meeting

Christine Vuletich made a motion to approve the minutes of the August 16, 2017 safety minutes with noted changes, Celeste Wallick seconded the motion; no opposition, minutes unanimously approved.

#### Open Issues

#### 4. Review and Discussion of Industrial Injury Summary Reports

Celeste Wallick instructed the Committee that the reports began on page 6 of the packet ending on page 11. Should the Committee have questions, they can reach out to Celeste. Ms. Wallick canvassed the committee for comments and recommendation.

There was no further review or comment.

**5. Discussion about increasing the exposure/awareness of the Safety Committee**

Cathy Hill stated that Celeste Wallick will be attending an HR Representatives meeting to explain to the representatives what the Safety Committee does. Ms. Wallick was also previously tasked with reaching out to the Manager's Office to discuss the placement of the "inside Washoe" button on the Inside Washoe/Safety webpage. Celeste informed the Committee that this had already happened.

Lt. Bello asked if Reprographics could make stickers to place on ice melt bags to get the attention of the employees. Celeste and Lt. Bello to work on a mockup of the design of the sticker. Anne Stoll-Thompson asked if the Safety information could be placed on the new calendars being created in Reprographics. Celeste also to locate a safety picture to submit to Reprographics.

**6. Discussion and possible action of safety award criteria, nomination and recognition**

Celeste distributed to the Committee a final nomination form – if approved a pdf in fillable format will be created. Lt. Bello asked if groups needed to be nominated. Cathy explained that departments will be recognized as a whole; currently the Committee is focusing on individual employees. It was recommended that the certificates that are awarded be co-signed by the County Manager and the Chairperson of the Safety Committee. With the proposed changes a motion was made by Cathy Hill to accept the safety award criteria, seconded by Christine Vuletich; no opposition, safety award criteria unanimously approved.

**7. Discussion and possible action of adding safety videos to the Safety website**

It was recommended by Anne Stoll-Thompson that a driving video would be appropriate based on the season. Celeste will not need approval to post videos to the website. It was recommended that the Manager's Monday Memo reflect that a new video has been posted to the safety website.

**8. Discussion about defensive driving course**

Celeste canvassed the committee for their input on who should be required to take the defensive driving course. It was recommended by Cathy Hill that this be discussed at the next HR Representative meeting asking them to consider it as part of their annual checklist and possible new employee hiring. Celeste also to seek input from the HR Representatives on an approach that would work well for implementation.

**9. Topics for future agendas**

- a. Written workplace safety program
- b. Update on County Code 65
- c. Measurability of safety/accidents that can be discussed in employee evaluations

**10. Public Comment**

Cathy Hill informed the Committee that the Manager's office supported the Committee in removing a "ball chair" from use in the Manager's office.

**11. Meeting adjourned at 2:06 pm.**