



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

- Safety
- Insurance

# WASHOE COUNTY

*"Dedicated to Excellence in Public Service"*

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## SAFETY COMMITTEE MEETING MINUTES

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

August 16, 2017

1:30 PM

#### **Call to Order**

Chairperson Lt. Marc Bello called the meeting to order at 1:31pm.

#### 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
Deputy John Stewart	Washoe County Sheriff's Deputies Association
Christine Vuletich	Washoe County Manager's Office

#### **Not present**

#### **Public Present**

None

#### 2. **Public Comment**

There was no response to the call for public comment.

#### 3. **Approval of minutes from May 18, 2017 meeting**

Christine Vuletich made a motion to approve the minutes of the May 18, 2017 meeting, Cathy Hill 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 have not been updated since the last meeting, however for the next meeting there will be an update. Ms. Wallick canvassed the committee for comments and recommendation. Christine Vuletich commented that overall claims are down for the year.

Committee member John Stewart entered the meeting at 1:34pm.

There was no further review or comment.

**5. Approval of Safety Incentives Criteria**

Christine Vuletich offered to the committee criteria that she found on the internet from several universities that have useful criteria and award categories that Washoe County could implement.

Lt. Bello brought a copy of the Washoe County Sheriff's nomination form and procedures on recommendations for award.

Cathy Hill offered, in the interest of time, that the information brought to the meeting be given to Celeste Wallick to review and prepare a form for recommendation for the next meeting so that the program can be implemented. The next meeting is scheduled for September 21, 2017.

**6. Presentation of Safety Pins**

Cathy Hill presented to each of the Committee members a safety pin. As members of the Committee, they are the first to receive a Washoe County safety pin. These are the pins that will be awarded to each of the successfully nominated employees.

**7. Written Workplace Safety Program**

This item was tabled.

**8. Discussion on increasing the awareness of the Safety Committee**

Cathy Hill stated that the award of the safety pin will assist in awareness of the Safety Committee as well as committee member Anne Stoll-Thompson attending the safety review meeting with the Regional Animal Services along with Celeste Wallick.

The Committee's input was solicited for thoughts on how to further the awareness of the Safety Committee. Celeste Wallick added magnetic pictures frames are being handed out to Washoe County employees. Celeste Wallick will also be handing out the picture frames at new employee orientation.

The Manager's Monday Memo will also be used to recognize the recipients of safety pins along with the appropriate timing of highlighting Celeste Wallick on the employee spotlight. This should help with the exposure and awareness of the Safety Committee.

Anne Stoll-Thompson suggested that the Communications Leadership Committee be asked to place the Inside Washoe button on the Safety Committees site on the intranet. Christine Vuletich will reach out to

Nancy Leuenhagen to facilitate the placement of the Inside Washoe button. Making or placing videos on the Safety website was also recommended.

This item to be added to the agenda for the next meeting.

**9. Discussion about Defensive Driving Course**

The video currently being in the defensive driving course is outdated, therefore Celeste will try to locate an updated video to use in new employee orientation.

Celeste informed the Committee that the driver's policy has been in place with the County for many years with the training mandatory. In 2015 the policy was changed to allow refresher training to be performed online but must be performed within 3 years. Celeste has discovered that departments are lagging in the training and is seeking a solution to make everyone compliant. She also questioned as to why it is mandatory only for some employees. Celeste asked the Committee if the defensive driving course should be mandatory for everyone. Christine Vuletich and Anne Stoll-Thompson stated they think that every county employee should be required to take this course. Jan Houk stated that mandatory trainings are part of each of the Health Department's employee evaluation.

Anne Stoll-Thompson suggested that Celeste Wallick attend the HR Rep meetings to seek input from the group.

The committee was instructed to review the policy online and re-familiarize themselves with the safety website.

**10. Topics for future agendas**

- a. Increasing the awareness of the Safety Committee
- b. Defensive Driving – need 100% attendance? Who should attend? Policy change?
- c. Written workplace safety program
- d. Containers/shakers for the ice melt bags

**11. Public Comment**

No further public comment or discussion.

**12. Adjournment**

Meeting adjourned at 2:17pm.