



**WASHOE COUNTY**  
**OFFICE OF THE COMPTROLLER**

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**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 1:32 pm.

**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
Mary Kandaras	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 September 21, 2017 meeting**

Anne Stoll-Thompson made a motion to approve the minutes of the September 21, 2017 Safety Committee, Christine Vuletich 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 5 of the packet ending on page 9. Ms. Wallick canvassed the committee for comments and recommendations. Cathy Hill asked for additional information on denied claims. Celeste Wallick explained to the committee if the third party

administrator, CCMSI, does not have all the information needed at the 30 day timeframe they will deny the claim pending an investigation. Once the information is received they will offer a final determination based upon the information received. Cathy Hill also inquired about the injuries associated with the “Libraries”.

Christine Vuletich appreciates the four month information that has been added to the reports. Lt. Marc Bello asked if outside investigations occurred for the review of some claims such as questioning the validity of a claim; Ms. Wallick informed the committee that outside investigations are performed on a case by case basis. This information is kept in the Risk Division. Employees can inform the County at any time should there be additional information regarding the validity of a claim. Celeste also informed the committee that CCMSI will reach out to the State’s database to search the claims history of an individual.

There was no further review or comment.

**5. Discussion regarding the status on the update of County Code 65**

Mary Kandaras met with the Manager’s office completing the changes in Chapter 65; the changes will be scheduled to go the Board. Cathy Hill asked if information will be brought to the Safety Committee for their input. Mary stated that the suggestions that had previously been discussed by the Committee were placed into Code; a possible additional change was that Celeste Wallick and Cathy Hill would not be voting members of the Committee. Another change was that an additional member will be required for the Committee with the member being a representative of the Community Services Department. The meetings can also be held quarterly versus every other month.

**6. Discussion on requesting a review of safety issues/accidents during employee evaluations**

Cathy Hill asked if an employee has frequent claims should a retraining be offered to the employee specifically related to their specific job or environment or discussed during an employee’s annual evaluation. Celeste currently informs an employee’s supervisor if there are concerns regarding an employee’s claims/incident activity. Discussion ensued regarding the authority of the Safety Committee meeting and the authorizations stated in County Code to pursue questions regarding a submitted claim. The Committee can request additional information as needed and may make recommendations as warranted.

**7. Discussion about offering fire extinguisher classes to Washoe County employees**

A course was held on November 13, 2017, with approximately 20 participants. Celeste explained that this will be offered quarterly and is taught by CERT.

**8. Discussion on offering courses on blood training**

Celeste explained to the Committee that REMSA hosts bleeding control classes for the public. This is for events such as the Las Vegas incident, where immediate care is needed. This course teaches care for life threatening blood loss through tourniquet application, wound packing and basic strategies to open and maintain airways associated with an urgent traumatic incident. REMSA would be willing to offer onsite at a cost of \$30 per person with a maximum of 30 people per class. Cathy offered to use safety

budget funds to pay for this class. Training supplies will need to be supplied for the course. This will need to be added to the agenda for the next meeting for an action item. Celeste to bring to the Committee the costs for the supplies and how to push out to the departments the information about offering the course.

**9. Discussion and possible action on safety award nominations**

One nomination was received for a safety award from Celeste Wallick – Jeremy Wilson is being nominated as he has experience in teaching defensive driving courses and is nationally certified and has offered to Celeste to perform the courses. In addition to this offering, he performs defensive driving training to all Human Services Agency employees as well as each employee located at 350 S. Center. He is also willing to design a test for those who have taken the course. A motion was made by Christine Vuletich to give the award and certificate to Jeremy Wilson, Anne Stoll-Thompson seconded the motion; no opposition, the award to Jeremy Wilson was unanimously approved. The Committee decided to place Jeremy Wilson on the employee spotlight. Certificate to be presented at a BCC meeting with Lt. Bello being present to also present the safety award pin. The next BCC meeting will be January 16, 2018.

**10. Topics for future agendas**

- a. Blood training – action item

**11. Public Comment**

Marissa Kuckoff from the Treasurer's office introduced herself and explained that she will be present at future meetings.

Valerie Wade introduced herself and will be attending meetings as well.

**12. Meeting adjourned at 2:26 pm.**