



**WASHOE COUNTY**  
**COMPTROLLER'S DEPARTMENT**

Cathy Hill, Comptroller  
1001 E. 9<sup>th</sup> Street, Bldg. D, Room 200  
Reno, NV 89512  
PHONE: (775) 328.2552  
FAX: (775) 328.6120

**SAFETY COMMITTEE MEETING MINUTES**  
**COMPTROLLER CONFERENCE ROOM – 2<sup>ND</sup> FLOOR**

**November 21, 2019**

**1:30 PM**

**Call to Order**

Member Deputy Melinda Vander-Heyden called the meeting to order at 1:34pm.

**1. Roll Call**

Deputy Melinda Vander-Heyden	Washoe County Sheriff's Deputy Association
Anne Stoll-Thompson	WCEA Representative
Celeste Wallick	Safety Analyst
Cathy Hill	Washoe County Comptroller and Risk Manager
Victoria Nicolson-Hornblower	Washoe County Nurse's Association
Lt. Darrin Rice	Washoe County Sheriff's Supervisory Deputies Association

**Not present**

Patrice McDonald	Washoe County CSD
Captain Marc Bello	Washoe County Sheriff's Supervisory Deputies Association
Ben West	Washoe County Manger's Office
Mary Kandaras	Legal Counsel for Committee

**Public Present**

Marissa Kuckoff	Washoe County Treasurer's Office
-----------------	----------------------------------

**2. Public Comment**

There was no response to the call for public comment.

**3. A review and approval of the Washoe County Safety Committee meeting minutes of September 19, 2019.**

Anne Stoll-Thompson made a motion to approve the minutes with a change that Deputy Melinda Vander-Heyden was in attendance, seconded by Victoria Nicolson-Hornblower; motion passed unanimously.



## **Open Issues**

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

Celeste Wallick sought input from the committee and any actions/suggestions in response to the reports and assisting other departments with safety issues. Celeste informed the committee that the reports have information from the beginning of the fiscal year, July 1<sup>st</sup>. She is wanting to reach out to the departments and let them know how they are doing as they are almost 6 months into the fiscal year. The County's homepage will be used as a reminder to safety recommendations. Cathy Hill noted that progress is being made at the Sheriff's with a reduction in claims. Celeste pointed out that 11 departments have improved, 10 departments are doing worse and 5 departments have remained the same with claims.

Victoria Nicolson-Hornblower made the recommendation to offer a monthly safety tip.

### **5. Discussion and possible action of Code 65 updates**

This item tabled until the next meeting.

### **6. Discussion and review of the fire prevention plan**

There were no additional notes from the committee therefore Celeste Wallick will bring the final plan back to the committee.

Members of the committee were not aware of the notice that was sent out using Yammer stating that personal heaters and coffee ports were not allowed throughout the County. Celeste further explained this was for equipment that did not have automatic shut off or had a hot plate associated with the equipment.

Lt. Darrin Rice inquired as to what Yammer was at it is not used at the Sheriff's. It was recommended that the Sheriff's department reach out to Technology Services regarding their Yammer notifications.

### **7. Discussion and recommendation of mass notification software**

This item tabled until the next meeting.

### **8. Discussion on the status of the safety culture assessment by USI**

Cathy Hill informed the committee that she had spoken to Doreen Ertell. USI has started the interview process with a couple of manager and department heads and will be continuing the assessment with employees throughout other departments.

### **9. Discussion and recommendation for safety award nominations**

There were not nominations received.

### **10. Topics for future agendas**

- a. Code 65 update
- b. Review of the fire prevention plan
- c. Mass notification software
- d. Safety award nomination
- e. Communications training – Twitter and Yammer

- f. Notification to people picking up people in the daybreak program – ignoring stop signs and speeding through dark spots in the County’s parking lot. A recommendation to be made to Senior Services.

**11. Public Comment**

Marissa Kuckoff asked how County employees will be notified and selected about the safety culture assessment? Cathy Hill stated that it will be discussed at a future committee meeting.

- 12. Meeting adjourned at 1:59pm.