



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

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

**March 12, 2020**

**1:30 PM**

**Call to Order**

Member Captain Marc Bello called the meeting to order at 1:30pm.

**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
Susan Vaughn	Washoe County Nurse's Association
Keith Munro	Legal Counsel for Committee
Ben West	Washoe County Manager's Office
Captain Marc Bello	Washoe County Sheriff's Supervisory Deputies Association

**Not present**

Patrice McDonald	Washoe County CSD
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**Public Present**

None

**2. Public Comment**

There was no response to the call for public comment.

**3. Nomination of committee chairperson**

Cathy Hill nominated the reinstatement of Deputy Melinda Vander-Heyden as Safety Committee chairperson, seconded by Anne Stoll-Thompson, motion passed unanimously.

**4. A review and approval of the Washoe County Safety Committee meeting minutes of January 16, 2020.**

Anne Stoll-Thompson made a motion to approve the minutes, seconded by Ben West; motion passed unanimously.

### **Open Issues**

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

Deputy Melinda Vander-Heyden entered the meeting at 1:34 p.m.

Celeste Wallick sought input from the committee and any actions/suggestions in response to the reports and assisting other departments with safety issues, pages 6 through 11. Celeste Wallick discussed employees claims for standing on a table or chair. It is mentioned in new employee orientation that this activity is not allowed, therefore Celeste has asked that a stronger message be given to employees on this activity. She asked the committee if safety rules could be established that can be included with the new employee orientation. The committee agreed that informing the employees of the restricted activity would be beneficial.

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

This item tabled until the next meeting.

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

Celeste passed out the updated and final fire prevention plan. Ben West made a motion to approve the fire prevention plan as presented, seconded by Anne Stoll-Thompson; motion passed unanimously.

#### **8. Discussion and recommendation for renewal of committee members**

Celeste Wallick stated that Captain Marc Bello has been a member since November 2016, and the position is a 2-year term; Captain Bello confirmed that he has been renewed for the assignment. As of September 2016, Anne Stoll-Thompson has been assigned for the WCEA; she confirmed that her assignment has been renewed by the WCEA. Both will continue to serve until someone else is appointed.

#### **9. Discussion on the communications training on Yammer and Twitter**

Cathy Hill spoke with Technology Services about the Washoe County Sheriff's office having access to Yammer. According to Captain Bello, he has not yet heard about Yammer. Susan Vaughn stated that the Health Department does not use Yammer. Captain Bello will follow up with the Sheriff's office technology services personnel.

#### **10. Discussion and review of memo to Senior Services recommending clients drive appropriately and safely through the County's parking lot**

Cathy Hill informed the committee that a response had not been received. Susan Vaughn stated that a copy of the letter had been given to the employees in the Day Break department and given to families.

**11. Discussion and possible action on recommendation of safety award nominations**

Celeste Wallick has 2 safety award nominations, one for Deputy Gard for performing the Heimlich maneuver on an employee who was choking and one for Charles Robinson who quickly noticed odd activity on a County computer and alerted technology services allowing a quarantine to isolate a virus. Celeste will prepare certificates and have them, along with pins, awarded at the next available Board of County Commissioners meeting.

**12. Topics for future agendas**

- a. Code 65 update
- b. Safety award nominations
- c. Industrial injury summary reports
- d. Update on COVID-19 – how departments are responding
- e. Summer events – Rodeo, Hot August Nights
- f. Update on capital projects happening on County projects
- g. Update on mass notification process

**13. Public Comment**

There was no response to the call for public comment

**14. Meeting adjourned at 1:59 p.m.**