



WASHOE COUNTY

COMPTROLLER'S DEPARTMENT

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SAFETY COMMITTEE MEETING MINUTES

COMPTROLLER CONFERENCE ROOM – 2ND FLOOR

MEETING HELD VIA TEAMS

March 17, 2022

1:30 PM

Call to Order

Deputy Melinda Vander-Heyden called the meeting to order at 1:30 p.m.

1. Roll Call

Deputy Melinda Vander-Heyden
Anne Stoll-Truelock
Cathy Hill
Celeste Wallick
Kellisa Shirane
Chaz Lehman
Jay Slocum
Ben West

Washoe County Sheriff's Deputy Association
WCEA representative
Washoe County Comptroller and Risk Manager
Safety Analyst
Washoe County Nurse's Association
Legal Counsel for Committee
Washoe County Public Attorneys Association
Washoe County Manager's Office

Not present

None

Public Present

None

2. Public Comment

There was no response to the call for public comment.

3. For possible action, resignation of Deputy Vander-Heyden and appointment of Deputy Mark Kester to the Safety Committee.

Deputy Vander-Heyden announced she will be resigning from the Washoe County Sheriff's Office effective April 7, 2022 and that Deputy Mark Kester has agreed to take her place. Celeste Wallick asked if the association has agreed that Deputy Kester would be their representative. Deputy Vander-Heyden has not reached out to them yet, but will and will forward their agreement to



Celeste Wallick at Ms. Wallick's request. Celeste Wallick will follow up with the head of the association, Deputy (Jason) Leshner, if necessary. Cathy Hill accepted the resignation and nominated the appointment of Deputy Kester. Celeste Wallick seconded the nomination. The motion passed unanimously. Cathy Hill assumed control of the meeting and thanked Deputy Vander-Heyden for her service. Deputy Vander-Heyden was asked to stay to complete the quorum for this meeting without Deputy Kester present and agreed. The committee recognized Deputy Vander-Heyden's contributions to the Safety Committee.

Noted that Ben West has joined meeting at 1:34 pm

Open Issues

4. **For possible action, appointment of Chair for the Safety Committee.**

Cathy Hill nominated Ben West as Chair of Safety Committee. Anne Stoll-Truelock seconded. The motion passed unanimously. Cathy Hill asked Ben West to take over the meeting as the new Chair. Due to technical issues Ben West asked Cathy Hill to temporarily assume lead for the meeting.

5. **For possible action, a review and approval of the Washoe County Safety Committee meeting minutes of November 18, 2021.**

Anne Stoll-Truelock made a motion to accept the minutes of November 18, 2021 as they stand. Deputy Vander-Heyden seconded. There were no comments from the public on this item. Motion passed unanimously.

6. **For possible action, a presentation of Industrial Injury Summary Reports and recommendations of the Committee for prevention of work related injuries or illnesses.**

Celeste directed the Committee's attention to pages 6-15. Celeste Wallick noted that the reports were longer than normal due to the missed meeting in January. Deputy Vander-Hayden and Cathy Hill noted the unique claims filed. Celeste Wallick noted that these are all claims filed whether denied or not as some of the claims are personal responsibility and not within purview of County responsibility. Cathy Hill questioned the amount of claims increase in comparison to last year, specifically in Human Services and Library departments. Celeste will look into possible explanations and report the findings at the next meeting.

Ben West has rectified his technical issues and assumed duties as Chair.

7. **For possible action, a discussion on the Code 65 updates.**

Ben West informed the Committee that the item is still on standby and there have been other concerns taking up BCC time, he is shooting for mid-April to get on agenda for BCC.

8. **For possible action, a discussion and recommendations, on the update of COVID-19 activities and safety concerns.**

This was primarily from Health District and Ben West. Cathy Hill mentioned it was also for protocol responses from public in County Buildings. Ben West reported that previously his most common reports came from Libraries, however, since the lifting of mask mandates by the Governor there has been almost no discussion or reports. It was agreed to remove this item from future agendas.

9. **For possible action, a review of the communication summary from Ben West.**

Ben West continues to work with Communications Team to get monthly safety items posted for staff and solicited recommendations. Celeste Wallick has some ideas and will send via email to Ben West. In reference to the Workers Compensation claims on report that there be something regarding paying attention to your workspace. Celeste may have something and will forward to Ben West.

10. **For possible action, a discussion and recommendation of safety award nominations.**

Celeste Wallick has not received any nominations. In effort to push the message to staff, Ben West will work with Communications Team to post on Inside Washoe. Celeste Wallick will forward handouts and nomination forms to Ben West.

11. **For discussion, activities, events, notifications, projects to be accomplished in 2022.**

No items for discussion. Cathy Hill pointed out that this was in reference to fiscal year which is closing soon. It was agreed to change to a calendar year.

12. **For possible action, a discussion on the scheduling of County safety drills.**

Ben West stated that he has given this information to the County Executive team and has not received an answer. It was determined that campus wide drills, at least once per year, were a better option than individual table-top discussions. Ben West and Celeste Wallick will move forward determining locations for drills and reach out to those departments. Kellisa Shirane questioned whether or not the Code Red system would work with Vonage. Ben West has done tests and as long as Vonage is installed on employee's computer and the app is open the Code Red messages will go through.

13. **Comments by the Committee or staff members, limited to announcements, topics, or issues for future agendas.**

Next meeting will be May 19, 2022. Topics for next meeting will be usual reports; Code 65 update; remove COVID-19; communications summary; safety awards; activities, events and projects for CALENDAR year; update on scheduled safety drills; and add Rodeo and Hot August Nights safety concerns/procedures.

14. **Public Comment**

Cathy Hill, Celeste Wallick and Ben West thanked Deputy Vander-Heyden for her service.

15. Meeting adjourned at 1:58 p.m