



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

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

**July 21, 2022**

**1:30 PM**

**Call to Order**

Ben West called the meeting to order at 1:31 pm.

**1. Roll Call**

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

WCEA representative  
Safety Analyst  
Legal Counsel for Committee  
Washoe County Public Attorneys Association  
Washoe County Comptroller and Risk Manager  
Washoe County Manager's Office  
Washoe County Nurse's Association, Joined meeting at  
1:44 pm

**Not present**

Mark Kester Washoe County Sheriff's Deputy Association

**Public Present**

None

**2. Public Comment**

There was no response to the call for public comment.

**3. For possible action, a review and approval of the Washoe County Safety Committee meeting minutes of May 19, 2022.**

Cathy Hill made a motion to approve the minutes of May 19, 2022, as they stand. Anne Stoll-Truelock seconded. There were no comments from the public on this item. Motion passed unanimously.



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

Celeste Wallick directed the Committee's attention to the beginning of the reports from page 7 through page 11. Celeste commented that she had included the rest of April that had not come in prior to the last meeting, as well as May and June. Cathy Hill asked about a claim regarding somebody looking at the bottom of their shoe and if it was in the course and scope of their work. Celeste confirmed that the claim was denied. Cathy asked about the employee's claim, that has happened twice, at the library who handles the books and if a new position was being considered for that person as she is concerned about the employee continuing to hurt themselves. Celeste will follow up on it. Cathy also inquired about the large number of incidents at Human Services and asked if it was associated with a particular event. Celeste responded that it was not a particular event. She stated that the claims are across the board. Celeste has put together reports for the Department Heads to go over with them when she goes over to do an inspection of the building. Anne Stoll-Truelock asked where most of the claims were occurring for Human Services and if they were on site. Celeste said that very few were from inside client residences, but rather occur during travel to and from the building and inside and outside the building itself. Anne also inquired what the contributing factors might be, if there was something inside the building, etc. Celeste briefly listed some of the accidents and incidents reported by Human Services including a personal illness incident. Cathy also discussed the increase in incidents with Juvenile Services Department. Celeste stated she has worked with Juvenile Services on the increase and noted that they are no longer allowing the employees to participate in playing games with the juveniles. At the request of Anne Stoll-Truelock, Celeste offered an overview of the incidents associated with Human Services Agency. Ben West asked if the claim from the barefoot employee was a Parks employee. Celeste answered, no, it was an employee on travel status.

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

Best West has not heard from Jennifer Gustafson but will follow up with her to try to get this onto the BCC September 2022 meeting.

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

Ben West stated that he had a new idea for communication summary. They do still aim for monthly items from their communications team through Yammer or other channels with employees, however, there are several locations under remodel that are basically construction sites--Cares Campus, Registrar of Voters, and Liberty parking garage at 220 S. Center Street. Ben asked for Celeste Wallick to provide information for safety around a construction site when you are not a construction worker. Ben will put this information out there through the Communication Team for employees. Cathy Hill asked Celeste to find the construction site video that shows someone waling into the back of construction equipment that was previously used.

Anne Stoll-Truelock stated that a heat related announcement should also go out to employees.

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

Celeste Wallick has not received any nominations. Ben West will send out a reminder of the safety award

nominations as part of the communications message 2 weeks after the Washoe Star nomination requests go out.

Cathy Hill asked if the HR Reps had been notified of the safety award nominations as suggested by Anne Stoll-Truelock in the last meeting. Ben said he would find out if it was done. If not, he will request an email go out.

**8. For discussion, activities, events, notifications, projects to be accomplished in calendar year 2022.**

Ben West stated that Hot August Nights is coming up.

**9. For possible action, a discussion on roll out and update on code Red and Vonage systems working appropriately for emergency notifications.**

Ben West confirmed that if employees are logged into Vonage on some device, code red messages will still go through as they did on the land line phones. Employees who inquired about this have received a response. Ben went on to say that Vonage should load automatically onto computers when employees log into Windows.

Cathy Hill asked if Manager Brown had been shown where all the emergency panels are at. Ben responded, not yet. With all the new employees in the Manager's office, they will be doing monthly emergency meetings starting next month with them that will include a tour of the red boxes. Ben invited Celeste Wallick to come on the tour with them.

**10. For discussion, an update on any County scheduled drills that have taken place since the last meeting.**

Ben West said the last drill was completed at Animal Services. Celeste added that 9th Street had an actual one recently, so a drill was not needed, Juvenile Services had completed their drill and 350 S. Center Street is on the radar. Ben will reach out to Jibri Sharp to schedule 350 S. Center Street's next drill. Ben also stated that Juvenile Services was new since the last meeting and that they handled their own drill. Also, Jan Evans was on a large scale, but they were specifically testing their communications plan as part of their drills. One thing they did discover, and they are working with Facilities on, is that with Vonage, it did not integrate into their overhead speaker system within their building. Another thing they are looking into is a plan to secure the glass window at their main control center.

**11. Comments by the Committee or staff members, limited to announcements, topics, or issues for future agendas. No discussion among committee members will take place on this item.**

Next meeting will be by September 15, 2022. Topics for next meeting will be usual reports; safety award update; HR training site advancements presented by Celeste Wallick; communications update; and scheduled safety drills.

**12. Public Comment**

There was no response to the call for public comment.

**13. Meeting adjourned at 1:56 pm.**