



# 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

September 15, 2022

1:30 PM

Call to Order

In Ben West's absence, Cathy Hill called the meeting to order at 1:30 pm.

**1. Roll Call**

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

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

**Not present**

Ben West  
Mark Kester

Washoe County Manager's Office  
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 July 21, 2022.**

Anne Stoll-Truelock made a motion to approve the minutes of July 21, 2022, as they stand. Celeste Wallick 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 6 through the last page. Cathy Hill stated she noticed that the Sheriff's Department is on the uptake again and asked if there was a resounding theme. Celeste responded that almost all of them are altercations and are unavoidable. She mentioned that she received a claim just this morning, where a deputy was burned and hit his head on the floor and was struck multiple times which will be on the next report. She thinks it is getting worse with the inmates and arrestees but that they do have a very rapid response with multiple responders so there have been several claims where two or three different individuals were injured in the same incident. She continued, that the responders hit it hard but, that is exactly the type of response we want.

Cathy Hill asked what kind of investigation was performed on the one that stated the employee fell onto floor, fracture, no obstacles, floor was clean and dry. It said claim, but that it was not necessarily accepted. Celeste Wallack responded that in this case they did have actual video tape of the incident and spoke to witnesses that all confirmed the employee just fell. She added that they do investigate when they have the opportunity and that cameras are crucial in helping with the investigations.

Cathy Hill then stated that the Sheriff's altercations are unfortunate but doesn't know of any improvements that can be made. Celeste agreed and said that the physical training they do in the academy is a heavy hitter for us. They do defensive tactics and do a lot physical training with running and jumping.

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

Cathy Hill said Ben West did reach out to a Deputy District Attorney about finalizing these and going to the BCC. Cathy said she would table this, but as a reminder to the committee did state that they did do some updates on these, reviewed them, and did approve them. It now needs to go to the Board since it is code and that is the status that we are currently in. No input is necessarily needed from the committee, but we don't have an update of the adjustments of the code. Celeste Wallick added that she believed it was Jennifer Gustafson that was working on this.

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

Cathy Hill noted that Ben West is absent today and since this is an ongoing item for our agenda, we will continue it on the agenda for Ben to address at the next meeting. Cathy also mentioned that for the next meeting to keep an eye on your calendars that there is a proposal to meet every quarter instead of every other month.

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

Celeste Wallick has not received any nominations. Cathy Hill asked if anyone knew of any safety award nominations that should be brought forth or anything that employees or departments can be informed of to promote a nomination. The answer from committee members was no. Kellisa Shirane said she would relay this information to the supervisors in her department. Cathy also asked about this information being shared at the HR Rep meeting that took place today, which Celeste confirmed it was not done but agreed it would have been a good opportunity to get this item out. Celeste will reach out to HR to add to their agenda to present at the next HR Rep meeting.

**8. For discussion, activities, events, notifications, projects to be accomplished in calendar year 2023.**

Cathy Hill explained that this item is on the agenda for the committee to be prepared on a calendar basis of the events that happen in northern Nevada that we need to be ready for such as Street Vibrations and the Reno Rodeo. This item to be tabled until the next meeting when Ben West can be here to get a good discussion going with the committee to layout these events and notifications that should accompany them.

**9. For discussion and possible action, HR Training site advancements presented by Celeste Wallick.**

Celest Wallick said that this is still a work in progress. HR has set up with a new vendor for some online trainings which they are still reviewing. They are planning for some of this training to become part of new employee orientation. They are in the process of revamping the Safety/Risk Management portion of the new employee orientation including all the things that they want new employees to know about their rights and responsibilities regarding a safe workplace. Also, there will be Bridge training modules that can be assigned based on job titles. For example, those people who are working with heavy equipment would automatically be signed up for power industrial truck training and machine guarding; everything will be assigned to them based on their job title which is very exciting to have that ability. Also, if we feel there is a trend of a problematic situation or if there is a new procedure within a department where they need refresher training such as “back injury prevention” or “slips, trips and falls”, then we will have the opportunity to assign individual training to those people. We could do the same thing with work-related injuries. We can do training preemptively or after-the-fact or both. By the end of year, they hope to be done with this. This item is to stay on the agenda for the next meeting. Last, Celeste stated that they added the office ergonomics module on our intranet site. Under Departments, Comptroller, Risk Management you can find ergonomics information. The training is also set up. It will be a rolled-out through Human Resources. She emphasized that they want everyone to get the “slips, trips and falls” and “back injury prevention” training which is not job specific and anyone can experience those types of injuries.

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

Celeste Wallick informed the committee that they have not done any safety drills since the last meeting only inspections have been performed.

**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 November 17, 2022. Topics for next meeting will be usual reports; Code 65 update; communications update; safety award update; Calendar year 2023 discussion; HR training site updates; safety drills updates and safety inspection discussion.

**12. Public Comment**

There was no response to the call for public comment.

**13. Meeting adjourned at 1:44 p.m.**