



STAFF REPORT

Report To: Board of Supervisors **Meeting Date:** April 20, 2023

Staff Contact: Alana Mills, Human Resources Generalist

Agenda Title: Proclamation and presentation of the Employee-of-the-Quarter award to Houston Berntson, Firefighter/Paramedic. (Alana Mills, amills@carson.org)

Staff Summary: The Employee-of-the-Quarter program recognizes outstanding employees whose efforts have helped the City achieve the strategic goals adopted by the Board of Supervisors and who have demonstrated an effort to fulfill the City's mission, vision and values.

Agenda Action: Other / Presentation **Time Requested:** 10 Minutes

Proposed Motion

N/A

Board's Strategic Goal

Organizational Culture

Previous Action

On January 19, 2023, the Board of Supervisors presented the Employee-of-the-Quarter award to Darren Anderson.

Background/Issues & Analysis

This program recognizes employees whose efforts have helped the City achieve the strategic goals adopted by the Board of Supervisors and who have displayed proficiency at assigned duties, promoted a pleasant working environment, who are dependable, innovative and/or who provide excellent customer service. An employee can nominate a co-worker who he/she believes is a deserving recipient. The nominations are reviewed by a committee comprised of employee representatives selected by the City Manager. The committee selected Houston Berntson, to receive the award this quarter.

Applicable Statute, Code, Policy, Rule or Regulation

Employee-of-the-Quarter Policy

Financial Information

Is there a fiscal impact? Yes

If yes, account name/number: General Fund, Employee Recognition account, 1010600-501422

Is it currently budgeted? Yes

Explanation of Fiscal Impact: A \$200.00 award is given to the employee selected as Employee-of-the-Quarter and a \$50.00 award is given to the employee(s) who nominates the selected employee.

Alternatives

N/A

Attachments:

[Proclamation_Employee-of-the_Quarter_April 2023 .docx](#)

[Berntson Nomination.pdf](#)

Board Action Taken:

Motion: _____

- 1) _____
- 2) _____

Aye/Nay

(Vote Recorded By)



PROCLAMATION

A PROCLAMATION OF THE BOARD OF SUPERVISORS RECOGNIZING HOUSTON BERNTSON, FIREFIGHTER/PARAMEDIC, AS THE EMPLOYEE-OF-THE-QUARTER

WHEREAS, Carson City's quality of life attracts talented and loyal employees;
and

WHEREAS, every day, Carson City employees put to use their broad array of
skills and expertise with efficiency and integrity for the benefit of everyone in our
City; and

WHEREAS, Carson City values its employees and acknowledges that
recognizing employees for their hard work and dedication is critical to the future
health and growth of our City; and

WHEREAS, we owe a substantial debt of gratitude to the Carson City employees
and applaud those who go above and beyond in their loyalty and ability; and

WHEREAS, Houston Berntson, Firefighter/Paramedic, is an outstanding and
dedicated employee with the Carson City Fire Department; and has taken the
initiative to develop and implement a Fire and EMS documentation system to
ensure accurate patient care, thereby contributing to the fulfillment of the City's
mission, values and vision; and

NOW THEREFORE I, Lori Bagwell, Mayor of Carson City, celebrate the
dedicated accomplishments of Houston Berntson in serving the community and
do hereby proclaim Houston Berntson to be **EMPLOYEE-OF-THE-QUARTER**.

Mayor Lori Bagwell

Carson City, Nevada



EMPLOYEE-OF-THE-QUARTER NOMINATION FORM

Do you have a co-worker that has displayed: proficiency at assigned duties, promoted a pleasant working environment, dependability, innovation in assigned duties, and/or excellence in customer service? If so, please take the time to nominate the employee for the "Employee-of-the-Quarter" award.

Criteria

Nominations may be made for outstanding performance and/or contributions to the team for activities such as, but not limited to, internal/external customer service, costs savings, productivity/work processes.

Nominating a Co-Worker

To nominate a co-worker, complete this form and submit to Human Resources. Submission can be made in person or by e-mail to: cchr@carson.org.

**Please review the deadlines in the Employee-of-the-Quarter policy.*

Nominee's Name

Houston Bernston

Nominee's significant contribution: (Please provide specific detailed example(s), please attach additional pages, if needed.)

Houston Bernston has been an outstanding employee with his performance and contributions to the Carson City Fire Department because he has taken the lead in learning the new Record Management System for both Fire and EMS incident documentation. Specifically, he has developed and implemented a Carson City Fire specific EMS chart documentation to ensure accurate patient care is provided and documented. This will be critical for improved patient care, identifying training priorities and fiscally improve the recovery fees associated with these incidents. Thus, providing for more effective patient care and efficient government service.

Your Name

Sandy Wartgow/Aaron Lowe

Date

03/21/2023

Your Signature 

Department Director/Elected Official Name

Sean Slamon, Fire Chief

Date

3/21/23

Department Director/
Elected Official

Signature 