



EUREKA COUNTY PUBLIC WORKS

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Eureka County Safety Committee Meeting

Meeting Date: 07/15/2025

Time: 2:00 p.m.

Location: 10 S. Main Street / Commission Meeting Room

MINUTES

Kim Todd motioned to approve the June 3, 2025 minutes; Steve Zimmerman seconded the motion. Motion carried (12-0).

MEMBERS PRESENT

Brandy Mahoney-Clerk/Recorder, Brenna Rogne-Aquatics, Charles Cobb-Law Enforcement, David Jones-Road/Fleet, Jessica Santoyo-IT, Kim Todd-Comptroller, Shanlee Flake-Senior Center, Nichole Cooley-EMS, Marshall Smith-Pool/Pact, Jeb Rowley-Public Works, Michael Nunn-Assessor, Steve Zimmerman-Juvenile Probation

CALL TO ORDER

Safety Coordinator Jeb Rowley called the meeting to order at 1:59 p.m.

DEPARTMENT REPORTS

Nichole Cooley-EMS reported that she printed OSHA training toolbox kits for different areas they may need for EMS. Shanlee Flake-Senior Center reported a dog damaging the Senior Center van in Crescent Valley while delivering at home food deliveries. Shanlee Flake-Senior Center mentioned that their corrective actions are to let Crescent Valley residence who order at home food delivery services that they are to lock up their animals before the food service staff arrives to the residence if not, they will not be delivering food to those addresses. Brenna Rogne-Aquatics reported lifeguard training coming up and monthly safety meetings. Kim Todd-Comptrollers reported a functional dynamics movement training in Winnemucca for all members. Jessica Santoyo-IT reported ongoing cyber security training throughout her department. David Jones-Road/Fleet is currently working on a job hazard analysis for the road department, the road shop, and the water buildings and grounds. Charles Cobb-Law Enforcement reported reoccurring training on first-aid, CPR, and physical training at the Sheriff's Office. Brandy Mahoney-Clerk/Recorder requested training on elevator safety and training. Brandy also reported that the public and jurors are tripping on slack in the District Court room carpet near the jury room toward the bathrooms.

REVIEW OLD BUSINESS, COMMITTEE TRAINING, PROJECTS, PLANNING

Marshall Smith-Pool/Pact mentioned to the board that once you have the policies and best practices in place, in three years Eureka County will have to go through the Written Workplace Safety Program to update any changes in laws and regulations, job updates, etc.

Safety Coordinator Rowley mentioned that the board needs to identify a secretary for the Safety Committee Board. Nichole Cooley-EMS volunteered to become the Safety Committee secretary. Kim Todd motioned to approve Nichole Cooley-EMS as the Safety Committee secretary. Steve Zimmerman seconded the motion. Motion carried (12-0).

Kim Todd-Comptroller mentioned that the absorb program through the Nevada Pool/Pact has training for Eureka County employees for different types of safety scenarios.

David Jones-Road/Fleet mentioned that the Board is going to have to come up with a way for Eureka County employees to anonymously report a safety hazard. The Board discussed different solutions on how Eureka County employees can anonymously report a workplace hazard; there was no motion to this discussion.

Marshall Smith-Pool/Pact mentioned an E-Learning series of courses that Pool/Pact will put together that deal with safety plans and safety committees. Marshall Smith-Pool/Pact recommends all Safety Committee members to take these E-Learning courses.

Safety Coordinator Rowley recommends all departments to go through their section in the Written Workplace Safety Program and to bring any updates or comments to the next meeting.

David Jones-Road/Fleet mentioned that the board should review sections 4-12 in the Written Workplace Safety Program to bring back to the next Safety Committee meeting.

Nichole Cooley-EMS exited the meeting.

NEW BUSINESS, SUGGESTIONS, RECOMMENDATIONS, OR COMMENTS

Safety Coordinator Rowley placed the review of sections 4-12 in the Written Workplace Safety Program and department reports on the next scheduled meeting.

NEXT MEETING

Safety Coordinator Rowley and the Safety Committee set the next meeting date for August 19, 2025 at 1:00 p.m. Kim Todd motioned to approve August 19, 2025 as the next meeting date. Jessica Santoyo seconded the motion. Motion carried (11-0).

ADJOURNMENT

Kim Todd motioned to adjourn the meeting at 2:55 p.m.; Jessica Santoyo seconded the motion. Motion carried (11-0).

APPROVED ON: August 19, 2025.



Jeb Rowley, Safety Coordinator

ATTEST: 

Safety Committee Secretary