



EUREKA COUNTY PUBLIC WORKS

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Eureka County Safety Committee Meeting

Meeting Date: 08/19/2025

Time: 1:00 p.m.

Location: 10 S. Main Street / Commission Meeting Room

MINUTES

Nichole Cooley motioned to approve the July 15, 2025 minutes; Brenna Rogne seconded the motion. Motion carried (11-0).

MEMBERS PRESENT

Members present were 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-Safety Coordinator, Michael Nunn-Assessor.

Members absent were Steve Zimmerman-Juvenile Probation.

CALL TO ORDER

Safety Coordinator Jeb Rowley called the meeting to order at 1:45 p.m.

DEPARTMENT REPORTS

Safety Coordinator Rowley reported an incident at the Eureka Landfill that led to minimal damage of a few bull panels caused by the landfill compactor. He stated that the landfill staff has identified a different operating procedure when working next to the bull panels and will purchase mirrors for the compactor.

ASSIGNED TOPICS

Safety Coordinator Rowley and Kim Todd-Comptroller discussed placing additional equipment forms and the pre-operational forms to the Written Workplace Safety Program. The board discussed multiple options on how to report on equipment forms and pre-operational inspection forms, either a logbook located in all Eureka County vehicles or each department head choosing a reporting procedure specific to their department.

David Jones-Road/Fleet discussed department retention for the equipment forms and pre-operational inspection forms. He stated that each department will be responsible for retaining every form for three years and forward a copy to the Senior Mechanic if an individual identifies an issue with a vehicle or equipment.

Safety Coordinator Rowley informed the board that any department that uses a motor pool vehicle will be required to log a pre-operational inspection form prior to use and will be required to keep a logbook inside those vehicles. He also mentioned, departments that use vehicles daily such as EMS, Sheriff's Office, or road department, that they will use the same process currently in place at their department.

Safety Coordinator Rowley and Kim Todd-Comptroller brought to the board's attention on how Eureka County staff will report any safety concerns. They discussed different reporting options such as anonymous reporting through email, through a drop box at the Public Works Department, 701 S. Main Street, or to just bring it up to a Department Supervisor. The board discussed and chose to have Eureka County employees anonymously drop a letter with their concerns at the Public Works Departments drop box, 701 S. Main Street.

Safety Coordinator Rowley and Kim Todd-Comptroller mentioned that specific E-Learning general orientation courses would be beneficial if listed in section 5D in the Written Workplace Safety Program.

Nichole Cooley-EMS noted that it would be important to add AED training to section 5D replacing bloodborne pathogen training due to having AED equipment in each Eureka County building. Safety Coordinator Rowley recommended that department heads or supervisors take the responsibility of training employees on how to use the basic first aid equipment located in Eureka County buildings.

Safety Coordinator Rowley discussed investigation and corrective action reporting to be the department's supervisor's responsibility.

Kim Todd-Comptroller motioned to approve revised sections 1-7 in the Written Workplace Safety Program. Michael Nunn sections the motion. Motion carried (11-0).

REVIEW OLD BUSINESS, COMMITTEE TRAINING, PROJECTS, PLANNING

Safety Coordinator Rowley updated Brandy Mahoney-Clerk/Recorder on elevator safety and that the Public Works Department will get in contact with Silver State Elevator inspector Jeff to give highlights on elevator safety. Jeb Rowley-Safety Coordinator also updated Brandy Mahoney-Clerk/Recorder on the District Court rooms carpet. He stated that CNC will be arriving to help secure and tuck the carpet to help prevent a tripping hazard.

NEXT MEETING

Safety Coordinator Rowley and the Safety Committee set the next meeting date for September 10, 2025 at 1:00 p.m. Kim Todd motioned to approve September 10, 2025 as the next meeting date. Michael Nunn seconded the motion. Motion carried (11-0).

ADJOURNMENT

Meeting adjourned.

APPROVED ON: September 10, 2025.



Jeb Rowley, Safety Coordinator

ATTEST: 

Safety Committee Secretary