



WASHOE COUNTY

COMPTROLLER'S DEPARTMENT

Cathy Hill, Comptroller
1001 E. 9th Street, Bldg. D, Room 200
Reno, NV 89512
PHONE: (775) 328.2552
FAX: (775) 328.6120

SAFETY COMMITTEE MEETING MINUTES

MEETING HELD VIA ZOOM

January 29, 2026

1:30 PM

1. **Call to Order and Determination of Quorum [Non-Action Item].**

Ben West called the meeting to order at 1:30 pm, read the public participation section of the agenda, took roll and declared there was a quorum.

2. **Public Comment [Non-Action Item].**

No public Comment.

3. **Announcement [Discussion Only].**

No Announcements.

4. **Election of a County Chair [For Possible Action]. Nominations and election of Committee Chair**

Cathy Hill nominated Ben West to continue as committee chair for 2026. There were no other nominations. Brett Seegmiller seconded the nomination of Ben West. Ben West was elected Chair unanimously.

5. **Approval of October 30, 2025, Meeting Minutes [For Possible Action]. A review and approval of the Washoe County Safety Committee meeting minutes of October 30, 2025.**

Ben West made a motion to approve minutes as submitted. Cathy Hill seconded the motion. Minutes were passed unanimously.

6. **Presentation and Discussion of Industrial Injury Reports [For Possible Action]. A presentation of the Industrial Injury Summary reports and discussion, and possible action, to make recommendations for the purpose of preventing work-related injuries or illnesses.**

Edwin Smith presented the report. Noting that since the meeting in October 2025, every report in the two years that he has been reporting has had a reduction in claims from the prior year of the same period. Edwin pointed out that one claim was responsible for 86 of the 88 days away. We received our first slip and fall claim of the season and Edwin noted that we have put out all the typical winter communications. There were a couple of claims that could have been prevented with better procedures/awareness by employees. Edwin is in communication with department regarding milk crate stacking.



QUALITY
PUBLIC SERVICE



INTEGRITY



EFFECTIVE
COMMUNICATION

Cathy Hill pointed out that there were different and unique claims on this report. Ben West notices two claims where bodily fluids were splashed and wondered if they normally require eye protection. Edwin Smith noted that the report of the claim was that the employee did not use proper PPE in one instance.

7. Communication Summary [For Possible Action]. A review, discussion, and possible action based on the communication summary from Ben West for safety announcements to County personnel.

Ben West informed the committee that we did put out winter weather communication and “Walk Like a Penguin” video to time up with the most recent storms.

Edwin Smith put out a parking lot driving safety article in response to some complaints regarding drivers in the 9th street complex parking lot.

Cathy Hill asked where that was posted. Edwin informed the committee that the communications request was to the sharepoint site as well as “Engage”.

Cathy Hill asked Ben about communications regarding the construction and to “beware of your surroundings” type communication. Ben will follow up with this request.

Kaleigh Behrendt said that she sometimes sees communication if she is clicking around but is much more responsive to email communication. Danika Williams agreed that if we sent the communications with links via email, she would be much more likely to notice.

Kaleigh Behrendt also noted that she has heard from employees regarding the unsafe driving of construction equipment around building. B. Danika Williams, who also works in building. B. was on a walk and was surprised to find a tractor right behind her. Ben West will speak with the contractor regarding the equipment and safety.

8. Award Nominations [For Possible Action]. A discussion and possible recommendations of safety award nominations for County employees.

There are no new nominations. Ben West has noted within his department meetings that anyone can nominate anyone for a safety award. Ben also gave the committee some examples of previous rewards.

Danika Williams asked where she could get the Safety Awards form. Edwin Smith directed her to the SharePoint safety page for the form, to be filled out and sent to Edwin once complete.

9. Update on Safety Drills [For Possible Action]. A presentation and update by Ben West on County scheduled safety drills that have taken place since the last meeting and possible discussion of safety drills.

Ben West informed the committee that we performed a fire drill at the County complex and it went smoothly.

Ben also mentioned that he found out that a contractor at Cares Campus (Volunteers of America) has been doing their own small emergency drills for various scenarios that would occur at that location.

Examples were a client overdose or a slip and fall. A Security Committee meets there once a month and will now involve all contractors at the Cares Campus with these drills and will be using the security cameras there to evaluate how the drills went.

Cathy Hill felt that was a great opportunity for a Safety Award Nomination.

10. Update on Safety Inspections [For Possible Action]. Update provided by Edwin Smith regarding Safety Inspections since the last meeting and possible discussion for departments to inspect before the next meeting.

Edwin Smith informed the committee that he and Ben West spent extensive time at Our Place and the Care Campus facilities. Edwin mentioned that he felt given the type of work done at these facilities and their client populations, both locations were really safe and secure. Both locations have CSD on site which helps with getting any items quickly fixed. Edwin noted that Jibri (Sharp) should probably receive a safety nomination as well for his work at these facilities.

11. Announcements and Future Agendas [For Possible Action]. 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.

Brandon Price announced that there was a new Deputy District Attorney in the Civil Division, Katie Hoffman, and that she would be taking over as counsel for the Safety Committee.

12. Public Comment [Non-Action Item]. Comments heard under this item will be limited to two minutes per person and may pertain to matters both on and off the Safety Committee agenda. However, action may not be taken on any matter raised during this public comment period until the matter is specifically listed on an agenda as an action item. Comments are to be made to the Safety Committee as a whole.

No public comment.

13. Adjournment [Non-Action Item].

Ben West adjourned the meeting at 1:57pm