



WASHOE COUNTY

COMPTROLLER'S DEPARTMENT

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SAFETY COMMITTEE MEETING MINUTES

MEETING HELD VIA ZOOM

April 16, 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].**

Ben West announced that the Center for Personal Protection and Safety, a contractor that the County is working with on workplace violence, is hosting four de-escalation training courses for frontline employees on June 16th and 17th of this year. Each training is 4 hours long. The trainings on June 16th will be held at 350 S Center St. Employees can register on Bridge. There are 40 seats available in each session. The training on the 17th will be hosted by Northern Nevada Public Health (NNPH) in their conference rooms. This information is also being pushed out by Human Resources.

4. **Approval of January 29, 2026, Meeting Minutes [For Possible Action]. A review and approval of the Washoe County Safety Committee meeting minutes of January 29, 2026.**

Cathy Hill presented spelling/grammar changes to the minutes and made a motion to approve minutes with these changes. Danika Williams seconded the motion. The motion passed unanimously.

5. **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 noted that this was the first time in over two years that we had more claims this period (43) than the same period last year (35). Edwin informed the committee that the report included 4 slip and falls on ice, two of which were on County property and two were off property. We continue to put out the winter communications leading up to storms.

There was a fall on stairs, but the supervisor's report indicated that there was no safety factor and likely a result of high heels and walking pace.



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Edwin found two claims that he thought were safety concerns. February 25th an employee was not wearing a hard hat on a road construction site and was hit in the head by a loader bucket. Edwin spoke with the department, and at the time, hard hats were not required in all situations. That policy has now changed, and the department has ordered several hard hats. The department is also doing more training on communication as there was a visibility and communication issue for an employee hit by the loader with or without a hard hat.

On March 25th, there was a flatbed cart of milk crates stacked too high, when it went over a door threshold the crates fell off the cart and some hit the employee holding the door. According to the supervisor's report of the incident, the department is now requiring employees to use hand carts with only 1 stack of crates at a time to improve control of the cargo. Department is also encouraging drivers to unload trucks of empty crates at the end of their routes to avoid having any excess to move at once.

Ben West wondered if the three hearing loss claims this period had to do with recent legislative changes. Cathy Hill stated that these claims were not affected by the legal changes.

Danika had been asked by the union if the library having to call 911 would be in this report. Edwin explained that the report is a report of workers' compensation claims filed in the period. So, if the 911 incident resulted in a worker's compensation claim then yes it would be reported. But otherwise, it would not be shown here.

6. 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.

Cathy Hill noted the Nevada State Fair is a new event coming to the fairgrounds and employees may not be prepared and suggested possible communications to employees. Ben West has spoken with the executive director of the rodeo, and they don't anticipate any major parking issues as it's just coming back. However, Ben will push out additional communication for the fair and that it basically adds a week to the beginning of the Rodeo.

Ben announced that the County has an upcoming solar project that will be located between building D and the Senior Center that is being coordinated between NV Energy and the Office of the County Manager. Ben believes this will be related to the existing vehicle charging station in that area. There will also be parking lot renovations to the public parking area between building D and 9th St. This work will take place between the primary election and the general election to update some ADA standards and increase handicapped spaces. During construction Ben will be pushing out employee communication.

Ben has spoken with the contractor performing the work around the Sutro gate. Now that the weather is warming, they will be returning to resurface the parking lot where their work took place. Ben will push out communications as that happens.

At some point between the primary and general elections there will also be a remodel of the 9th St. courtyard, in part to repair all the cracks and tripping hazards in the concrete. Some of the exits at buildings B and C will be blocked. Ben has been working with Digicom on signage for these areas to avoid accidents.

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

There are no new nominations. Cathy Hill reminded the committee that Edwin was planning to nominate Jibri Sharp for proactive measures and Ben was going to do a nomination for training at the CARES campus. Those nominations will be done by the next meeting.

Sean McVickers asked how to make a nomination. Edwin let the committee know where the nomination forms could be found on the intranet. Cathy asked if the link could be put in the meeting chat. Danika posted the link.

8. **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 has not participated in any drills since the last meeting. Edwin has not participated as well but told the committee that he was in the process of setting up safety inspections at 350 S. Center St. and if Ben could come then they can look at the logistics of a drill at that location as it presents its own challenges with 3 departments in the same location. Ben has a contact now at Johnson Controls who can assist.

No other departments have conducted drills.

9. **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 and Ben West performed an inspection at Records Retention on Longley Lane. There were employee concerns about their HVAC. There are large space heaters with thermostat controls. It is a warehouse space that currently houses 4 employees during construction at their Edison location. The warehouse does not have fire suppression but does have an alarm.

Edwin also visited the new Voter's location. This facility will not be completed for another year. There is currently one full-time employee and others in and out moving equipment and performing construction. We were able to review plans and discuss any safety concerns.

IT location on Longley inspection had to be postponed as construction is not complete, hoping for May completion. The new TB clinic is up and running. Ben informed the committee that the clinic is moved out of the Kirman facility and keys have been turned in. Access control is taken care of and the cameras are working. Ben also noted that Voters has moved completely out of their old warehouse space and security is working on getting the cameras moved over currently.

10. **Update on 311 Calls/Complaints** [Non-Action Item]. Update by Safety Officer Edwin Smith on recent 311 received driver complaints.

The only 311 complaint received in the last period was given to himself as a driver complaint but it

was actually about a client who was a passenger in a CARES van. The van had stopped at a store, and the client was harassing members of the public and urinated by the store. The department was notified but nothing further regarding our driver.

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.

Cathy Hill likes the review of 311 calls that can take safety concerns outside of just our people. Currently Edwin only gets the driver calls, but 311 is an ongoing process and Ben will pass on to them asking that Edwin get any safety concerns in the future.

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 1:59pm