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**Minutes of Meeting of the Joint Meeting of  
the Board of Directors and of the Executive Committees of  
Nevada Public Agency Insurance Pool and  
the Board of Trustees of  
Public Agency Compensation Trust  
Date: November 15, 2004**

Prior to the start of the Joint Board meeting, a one-hour presentation workshop on crime prevention was given by Cliff Dew of CRIME STOP. The workshop was an interactive, humor-based serious explanation about how to avoid becoming a victim of crime.

1. **Roll**

A sign in sheet was circulated and a quorum was determined to be present.

2. **Action Item:** Approval of Minutes of Board and Acceptance of Committee Minutes:
- a. Joint Board Meeting of April 29 and April 30, 2004
  - b. Loss Control Committee Meetings of August 27, 2004, and October 6, 2004
  - c. CHRM Meeting of October 11, 2004

On motion and second to approve the minutes of the Board and to accept the minutes of the committees, the motion carried.

3. **Action Item:** Acceptance of Executive Director's Report for POOL and PACT

Wayne Carlson reviewed key elements of the written report. He noted that he now is participating on the Risk Managers' Advisory Committee to the Insurance Commissioner, which was created in light of the recent charges by the New York Attorney General against brokers and insurers involved in potential bid rigging and undisclosed contingency agreements. In addition, he referred the board to the Bill Draft Request (BDR) regarding delegation of duties to deputy district attorneys and others that was included in his report. He commented that this BDR was being carried as a NACO bill and that members should support this effort during the legislative session. He also referred to the BDR list he had prepared of proposed bills that may affect POOL or PACT.

He further noted that the strategic plan had been updated with the latest activities, but that the plan originally was for the 2000-2003 period and it may be appropriate for the board to consider updating the plan. He indicated that the plan originally came about as the result of the board retreat conducted in 1999 and suggested that the board may want to consider a retreat again.

On motion and second to accept the Executive Director's report, the motion carried.

Chairman Kalt asked whether the board wanted to conduct a retreat at a future date and board members indicated interest in doing so. Chairman Kalt indicated that since traditionally the retreat was held in Eureka County, he recommended that location again due to past success. He asked staff to proceed with development of the retreat.

4. **Action Item:** Acceptance of asc's Stewardship Report for POOL and PACT

Donna Squires presented an overview of the claims activity. She cited a few liability cases in which the POOL prevailed. She indicated that her office recently sent property reporting guidelines to members. She highlighted key elements of the guidelines and the importance of prompt reporting to assure proper investigation and settlement of these claims. Mike Livermore commented on his tour of southern Nevada members and the collaboration between him, Josh Wilson and CHRM staff on wellness programs.

On motion and second to accept the report, the motion carried.

5. **Action Item:** Acceptance of Willis Pooling's Stewardship Report for POOL and PACT

- a. Introduction of Loss Control Staff and activity
- b. Law Enforcement Guide/Newsletter distribution
- c. Airport Insurance Program Status
- d. Non-owned Aircraft Program Status
- e. Thermal Imaging Project

Bob Lombard handed out a detailed version of the Willis Pooling Stewardship Report to supplement the summary provided in the board packet. He introduced the loss control staff and specialization. Bob reviewed the market situation for the last renewal and what is planned for the upcoming year, particularly involving marketing the liability excess and the workers' compensation excess programs. The property program has a rolling three year stable rating so will not be marketed to others next year as a result of the success of this year's three year deal.

With regard to the loss control effort, he noted that Craig Buchholz and Rick Hudson have been touring the membership to introduce Rick. Rick's background in hospitals particularly has been of value to the hospitals in PACT. At this point, Craig and Rick are teaming up their activities, but may organize the territory to facilitate consistency of member services while still using their combined expertise along with other loss control staff. Craig and Rick delivered legal guidelines on law enforcement liability to most members with enough copies for each officer and for the civil attorneys. In addition, a notebook containing law enforcement newsletters was distributed to each law enforcement agency.

Rick Hudson presented a new service called Claims Trend Analysis, which he will prepare for members in conjunction with ASC. The analysis assists members with understanding the causes of loss and identifying potential solutions. Rick presented an example for all county members of PACT losses to see what trends appeared and where to focus loss control efforts.

Tammy Fahy indicated that the airport insurance program now has 10 of 16 members' airports, with additional ones likely to come on during the remainder of this fiscal year. She also indicated that one member took out the non-owned aircraft insurance that was offered and that agents would be asked about additional needs during the POOL and PACT renewal process. Wayne Carlson noted that the aircraft exposure may create both workers compensation and liability risks to members and suggested that members survey internally to see whether employees are using other than commercial airlines for travel.

Wayne Carlson noted that the thermal imaging project has been going well with about a half dozen members having been surveyed and additional ones scheduled. Bob Lombard showed a sample image of a potential hazard identified through the imaging effort and noted that the cost to repair was only about \$200, but the loss could have been \$8,000.

On motion and second to accept the report, the motion carried.

6. **Action Item:** Wellness/Fitness Programs
  - a. Update on Schools Wellness/Fitness Pilot Programs
  - b. Update on GetFit program

Josh Wilson reviewed the pilot pedometer program effort with the White Pine County School District administrative staff during the summer. He noted that while it was somewhat successful, there was some concern about understanding how to achieve the goal of 10,000 steps per day and how far that was (about 5 miles per day). In addition, other activities were not counted since this was a walking program, but some staff felt that they should get credit for those other activities. Josh plans to further refine the program to make it better.

The GetFit program has signed up about 250 law enforcement and firefighters and was working effectively. Because of injuries sustained by hospital workers, particularly in long term care facilities, GetFit slots will be extended to hospital employees.

Josh Wilson then mentioned that he and Wayne Carlson had met with Aaron Hardy at the Washoe County School District to review their wellness incentive program. After considering the logistics of implementing such a program through POOL and PACT, they decided not to attempt that. Instead, Josh and Wayne are seeking to develop a Wellness Excellence Program that will provide incentives not only to safety committees, but also to employees for wellness program efforts. The details have yet to be developed, but the concept is being explored.

On motion and second to accept the report, the motion carried.

7. **Action Item:** Loss Control Committee Report
  - a. Loss Control Retreat October 6-8, 2004 at Incline Village
  - b. Update on SkidCar Rental Program

c. Update on WNCC Driver Training Simulator Project

Mike Pennacchio, Chairman of the Loss Control Committee, provided an overview of the retreat held at Incline Village, noting that it was well attended. He indicated that the retreat attendees worked on defining and enhancing the role of safety committees through interactive development of ideas and presentations. The retreat also served as an inaugural event for Incline Village General Improvement District since it was held at the newly completed Chateau conference facility.

Wayne Carlson noted that the SkidCar rental program has trained officers in Douglas County, Boulder City, Humboldt County and Winnemucca and was on its way to Eureka County and White Pine County. Nye County had to reschedule for the beginning of 2005 due to staffing shortages. He noted that the *Humboldt County News* had a positive article about the SkidCar training program.

Wayne also mentioned that the WNCC Driver Training Simulator Project has been launched with some classes being conducted for student drivers. WNCC demonstrated that simulator at the Public Entity Safety Conference. They have a class room set up, but also can move the simulator to additional community college campuses that have the computer capabilities. For POOL/PACT members, the cost for the classes will be solely the instructor's fees. Craig Buchholz will be contacting members for interest in scheduling the training.

Wayne Carlson also mentioned that Midwest Employers Casualty Company, the PACT excess insurer, has expanded its course offerings to include a wide variety of safety programs that can be taken on line, similar to the trustees training that some members completed last spring. Information will be sent out to members shortly.

On motion and second to accept the report, the motion carried.

8. **Action Item:** Acceptance of CHRM Oversight Committee Report
- a. Action on Recommendations
  - b. Update on Physical Ability Testing Project
  - c. Update on Employee Assistance Program

Larry Beller presented a summary of the CHRM activities and service hours for the last year. He noted that use of the problem solving services has increased and most members were using this service. He indicated that he and Mitch Brust have been conducting on-site visits to survey members about the services, the focus of CHRM and members desired changes in the CHRM services. The results indicated that Performance Management, Organizational Development and Employee Relations (including Compensation and benefits and personnel administration) were the top three most requested topics. Members valued most the coaching, problem solving and training and valued least the Web site. They asked for more training, more assistance with policies and procedures including implementation and with mentoring. Illegal harassment training and performance standards/evaluations were the top two service topics.

Larry indicated that they now are developing new training on these topics and are redesigning the mentoring program. The new mentoring program will focus on staff that

are human resources “assistants” and will help them expand their knowledge and internal resources. He also indicated that sample personnel policies are being updated.

Larry also commented that the physical ability test validation project has been completed and implementation assistance provide to a number of members. He also commented that Las Vegas Metropolitan Police is championing the standards to POST for adoption statewide. The jailers test validation project has not been initiated due to insufficient numbers without State of Nevada participation. He has been working to get the State to participate.

Highlights of the EAP program utilization were provided in the board packet. Larry noted that utilization had increased substantially since last year and that Horizon had responded very well to several critical incidents at members’ requests.

Wayne Carlson noted that Linda Ritter, who has served as chairman of the CHRM Oversight Committee for several years, submitted her resignation because of the demands of her new job as city manager of Carson City. He asked Carson City representatives to extend the thanks of the board and CHRM for her leadership and service.

On motion and second to accept the report, the motion carried.

9. **Action Item:** Progress Report on School District Sample Policy Project

The school district administrative policies still are being developed by Bob Scott and Leon Hensley and are expected to be ready for legal review shortly, then introduced in 2005.

On motion and second to accept the report, the motion carried.

10. **Action Item:** Pollution Legal Liability Program Update

- a. Menu Program
- b. Schools Blanket Program
- c. All Members Blanket Program

Wayne Carlson noted that the menu program remains in force and available to members. With regard to the schools blanket program, it was offered to all members, but only one school district chose to accept the proposal. As a result, the policy was issued as an individual policy and the blanket program was abandoned until additional school districts express interest. The all members blanket program effort was dropped because prospective underwriters could not understand the extent of the exposures and would require significant details in order to even consider whether or not to develop a program. As a result, the menu program will be the only program at this time.

11. **Public Comment**

Chairman Kalt called for any public comment.

Candice Trummel indicated that Nye County was recruiting for a comptroller and asked for any referrals.

Debra Connally thanked the members of the board who had extended their support to her and her husband following the fire that burned down their house. She expressed her heartfelt appreciation for the emotional support and kind comments to them.

12. **Action Item:** Adjournment

On motion and second to adjourn, the meeting adjourned at about 4:35 p.m.