



**Nevada Public Agency Insurance Pool
Public Agency Compensation Trust**

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**MINUTES OF MEETING OF THE
ENTERPRISE RISK MANAGEMENT COMMITTEE OF
NEVADA PUBLIC AGENCY INSURANCE POOL AND PUBLIC AGENCY COMPENSATION TRUST**

DATE: Tuesday, February 11, 2025

TIME: 9:00 A.M. to 11:00 A.M.

LOCATION:

(1) In-person: City of Winnemucca Council Chambers, 90 West 4th St., Winnemucca, NV 89445

(2) Online (Zoom Meeting):

<https://us02web.zoom.us/j/89369296984?pwd=uFyNTZFBRgnxU1DnJpqaTaRjrS6h7K.1&from=adon>

Minutes

1. Roll and Introductions

Members Present: Alicia Heiser, Paul Sikora, Ann Cyr, Dan Murphy, Joni Eastley, Shannon Harris

Others: Jennifer Turner, Marshall Smith, Jarrod Hickman, Stephen Romero, Fernando, Tasha Dunlap, Alan Kalt, Jeb Rowley, Donna Squires, Wayne Carlson, Margaret Malzahn

Dan Murphy called the meeting to order at 9 AM. He apologized for not being in person as they are three men down at the school district with a lot going on, as well as preparing to leave for his trip to London where he will represent POOL/PACT with Alan Kalt and Stephen Romero.

2. Public Comment

No public comment

3. FOR POSSIBLE ACTION: Approval of the Minutes of Committee Meeting of October 22, 2024. SHANNON MOTION TO APPROVE, ALICIA SECOND, MOTION APPROVED.

4. FOR DISCUSSION: Highlights/Happenings City of Winnemucca: Alicia Heizer.

Alicia stated that the City of Winnemucca is slowly but surely making progress with completing the ERMEP. The City is also working on all of their ARPA funded projects, including a downtown streetscape project, pump track and bike track at the recreation complex, and putting in a new well for the water system. Dan asked where the recreation park was, and Alicia clarified that it surrounds the Boys and Girls Club, the City owns all of

the property around the Boys and Girls Club and that's where the pump track and bike park will be, as well as an amphitheater and the new aquatic center. Dan encouraged everyone to stop by the Boys and Girls Club to check out the progress.

5. FOR DISCUSSION: Risk Management Activity Report

a. Webinars/Seminars/Training/Programs Since Last Meeting

i. Board Training

1. *Governance, Ethics, and Open Meeting Law, Sun Valley General Improvement District; January 9, 2025.*
2. *Open Meeting Law, Elko County; January 13, 2025.*
3. *POOL/PACT 101, January 14, 2025.*
4. *Governance, Open Meeting Law, Fernley Swimming Pool District; January 15, 2025.*
5. *Ethics, Open Meeting Law; City of Carlin, January 22, 2025.*
6. *Board Orientation, Humboldt County; January 27, 2025.*
7. *Governance, Ethics, and Open Meeting Law, Topaz Ranch Estates General Improvement District; January 29, 2025.*

Jarrold gave an overview of the trainings that have taken place since the last meeting, specifically the board trainings that Wayne has and continues to provide. He also noted that the POOL/PACT 101 Webinar is recorded and available for any new board members on the POOL/PACT website.

ii. Occupational Safety

1. *Portable Fire Extinguisher Training, Lincoln County School District; January 28-30, 2025.*
2. *Portable Fire Extinguisher Training, Lincoln County; January 29, 2025.*
3. *Safety Committee Development, Lincoln County School District; January 29, 2025.*

Jarrold gave an overview of the most recent Fire Extinguisher training that was provided to Lincoln County. Between the school district and the county itself, about 180 employees were trained over the course of a few days. Dan asked if Jarrold and Marshall have been providing the training, and Jarrold responded that they have been providing the training for the last several years. Jarrold explained how the digital fire extinguisher system worked. He also noted that they've been working with the Lincoln County School District's Safety Committee, saying that their committee approved the initial components of their Written Workplace Safety Program and assigned necessary or secondary hazard specific sections to add to the plan, so their committee continues to make good progress in that aspect.

iii. Cybersecurity

1. *Quarterly Cybersecurity Webinar; December 17, 2024.*

Jarrold gave an overview of the Cybersecurity webinar that took place in December and noted that the attendance, as always, was very good.

iv. Law Enforcement

1. *Navigating the NRS 289 Minefield; October 29, 2024 (HR Leadership Pre-Conference).*

2. *Nevada Detention Administrators Working Group (NDAWG)*; November 12, 2024.
3. *Roll Call Webinar (Stops, Seizures, and OUD-MAT in Jails)*; November 19, 2024.
4. *Roll Call Webinar (Report Writing and Quarterly Commissioner Inspections)*; February 4, 2025.

Jarrold gave an overview of the NRS 289 Minefield training that was held at the HR Conference in October. He also gave an overview of the most recent Roll Call Webinars that were held in November and February. He reminded everyone that the Roll Call Webinars are recorded and available on our website for anyone on the meeting that has law enforcement as part of their agency.

v. School Safety

1. *OpenGate Setup, Use, and Troubleshooting Training (Humboldt County School District)*; December 2, 2024.
2. *Nevada School Safety Workshop (School Safety Operations, Inc.)*; December 4-5, 2024.

Jarrold noted that Tom McDermitt provided training for OpenGate at Humboldt County School District in early December. That same week, Jeff Kaye with School Safety Operations provided a Nevada School Safety Workshop which was well attended. Topics included current events, management response in terms of technology, multi-agency response, suicide prevention, intervention and digital behavioral threat.

vi. Fire Services

1. *TargetSolutions Renewal*; December 2024.
2. *Fit for Retirement Oversight Committee*; January 22, 2025.

Jarrold noted that the TargetSolutions renewal took place in December, and described that it's a learning management system provided for Fire and EMS members. One of the major benefits is the certification tracking that goes along with that service. He and Marshall met with the members that are using the program and onboarded two new members through that process.

b. Upcoming Webinars/Seminars/Training

- i. *Portable Fire Extinguisher Training, Eighth Judicial District*; March 14, 2025.
- ii. *AGRiP Governance Conference*; March 16-19, 2025.

Jarrold stated that they will be providing portable fire extinguisher training to Eighth Judicial District in March, which will then lead into the AGRiP conference the following week where Marshall and Mike are making a presentation. He noted that it will be the same presentation they give at the Nevada Risk Management Association Meeting.

c. Enterprise Risk Management Excellence Program Report

- i. ERMEP Status Report.
 1. Award Recipients: 6
 2. New Applicants: Lyon County
 3. Current Number of Applicants: 23
 4. **ERM Committee Member Status Report:**

Marshall provided an overview of the ERMEP reward recipients, 23 applicants are currently in the program. Marshall said IVGID and Winnemucca will have their award by the next meeting. Jonni Eastly noted that they've learned a lot about state requirements as they've been processing through the program as it pertains to libraries.

Entity	Member	Program Started	Status	Expires
Winnemucca	Alicia Heizer	Jan 2022	Pending	
IVGID	Curtis Truillo	Aug 2023	Pending	
Carson City School District	Ann Cyr		Complete	Sept 2026
Pershing County School District	Dan Murphy	June 2022	Pending	
East Fork Swimming Pool District	Shannon Harris		Complete	March 2026
Boulder City	Paul Sikora		Complete	Oct 2027
Town of Tonopah Library District	Joni Eastly	May 2024	Pending	

d. Nevada Risk Management Association

- i. January 21, 2025; presentation by Safety Consultation and Training Section of Nevada OSHA.
- ii. Next Meeting: April 1, 2025; Elko (tentative).
Marshall explained that they've reconfigured the Nevada Risk Management Association; he and Brian Foote decided to refine the primary objective as public entity enterprise risk management. They will be reaching out to all safety/HR directors that could greatly benefit from attending these meetings.

e. Nevada Detention Administrators Working Group

- i. Next Meeting: February 12, 2025; 9:00am; Yerington, NV hosted by Lyon County Sheriff Brad Pope.
Marshall stated the next meeting is tomorrow in Yerington, with great topics on the agenda.

f. Nevada Rural School District Collaborative

- i. Bureau of Justice Administration (BJA) FY25 STOP School Violence Program Notice of Funding Opportunity.
Marshall noted that this program has just recently been set up with Jeff Kaye trying to obtain federal funding; funding has been stalled, however, the group is still working collaboratively together.

g. Nevada Association of Rural School Resource Officers

- i. Next Meeting: March 3, 2025, at 12:00pm; Winnemucca Police Department. Marshall explained that the name of the group has changed to Nevada Rural School Resource Officer Working Group. Ken Whittaker, from the City of Winnemucca, has agreed to take the lead on the group, and there has been extraordinary reception to this idea and group.

h. Risk Management Grant Program Report

Jarrold gave an overview of grant funds that have been expended and encumbered thus far. He noted that there were no grants requiring committee discussion/approval for this meeting.

i. Budget

1. POOL: \$500,000.00
2. PACT: \$500,000.00

ii. FY24/25

1. RM Grants Funded: \$20,602.55
2. RME Grants Funded: \$24,562.25

iii. FY23/24

1. RM Grants Funded: \$127,317.67
2. RME Grants Funded: \$73,584.79

6. FOR DISCUSSION: Committee Member ideas, suggestions, or recommendations regarding POOL/PACT's ERM programs, services, and objectives?

Marshall expressed that he is looking for ideas and direction for this committee.

Alicia stated that Winnemucca PD is doing a virtual reality de-escalation simulator and asked if POOL/PACT wanted to attend on Friday 21st, 10 AM – 12 PM. She will send the invite to Marshall. The Winnemucca PD also invited security agencies from the local mining agencies to attend this training.

Shannon Harris asked Marshall/Jarrold if they could send the latest ERMEP questionnaire to her for review to see how things have changed in specialty programs since the last time Carson Valley Swim completed the ERMEP program. Marshall responded that it is a living, breathing program and the questions are refined as each member processes through. He will send the questions to Shannon.

Dan Murphy asked when Pershing County's swimming pool was assessed. Jarrold responded that the last assessment was in 2023, and he is working with the recreation board on ERMEP aquatic section and the lifeguard/operations manual. Dan noted that with Pat Rowe's passing, the whole program is going to be revamped. Marshall expressed that he would miss Pat. Jarrold noted that the eLearning lifeguard modules are being worked on right now.

Alicia shared that Tom Heikkila is now a certified lifeguard trainer and she offered Tom's training abilities to the other rural Nevada entities.

Shannon shared that Sarah, with CV Swim Center, also became a lifeguard trainer and noted that the trainers can co-teach. They must perform a certain number of hours/trainings to keep their certifications. Marshall asked Shannon if it was possible to get an announcement out through the Parks & Rec society letting everyone know of Tom and Sarah's "train the trainer" availability, and Shannon said yes.

Ann asked if anyone was going to be attending the Nevada Emergency Planning meeting in Reno on Wednesday and Thursday of this week. Ann has more info if anyone wants to attend.

7. FOR DISCUSSION: Enterprise Risk Management activities/projects Committee members are working on, both successes and challenges.

8. FOR DISCUSSION:

- a. Date and location for next meeting.

Jarrold noted that Churchill County has a grant application that needed committee review and approval, however, it was not received in time to put on this agenda. Churchill County has a 4/30/25 approval deadline to meet. Since the next meeting is in May, is it possible for the committee to meet a little early on April 1st or call a special meeting to review this grant. Dan Murphy responded that moving the next meeting up wouldn't be a problem and if something comes up between April and October, then a special meeting can be called. Marshall will get ahold of Dan for special meeting if need be. Marshall thanked Alicia for hosting. Jonni offered to host the next meeting in Tonopah, and Shannon offered to host a meeting, however, she would not be available to attend/host in April due to scheduling conflicts. Dan and Marshall will work together to determine date/time/location of the next meeting.

9. Public Comment

Dan asked Jarrod for phone call after meeting.

10. Adjournment

Meeting adjourned at 9:36 AM.