



**Nevada Public Agency Insurance Pool
Public Agency Compensation Trust**
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**NOTICE OF MEETING AND AGENDA FOR THE
ENTERPRISE RISK MANAGEMENT COMMITTEE OF
NEVADA PUBLIC AGENCY INSURANCE POOL AND
PUBLIC AGENCY COMPENSATION TRUST**

DATE: April 1, 2025

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

LOCATION:

(1) In-person: Pershing County School District Board of Trustees Chambers
1150 Elmhurst Ave., Lovelock, NV 89419

(2) Online (Zoom Meeting):

<https://us02web.zoom.us/j/82829289299?pwd=aPkVi0cm9ODaUlWBq2WF4ncEdpZk1Ex.1&from=addon>

Minutes

Notices:

1. Items on the agenda may be taken out of order
2. Two or more items on the agenda may be combined for consideration
3. Any item on the agenda may be removed or discussion may be delayed at any time
4. The general Public Comment periods are limited to those items not listed on the agenda. Public Comment periods are devoted to comments by the general public, if any, and may include discussion of those comments; however, no action may be taken upon a matter raised under Public Comments until the matter itself has been included specifically on an agenda as an item upon which action may be taken. Public Comments are Limited to Three Minutes per Person.
5. At the discretion of the Chair of the meeting, public comments on specific agenda items may be allowed, but must be limited to the specific agenda item.
6. The Committee may prohibit public comment if the content of the comments is a topic that is not relevant to, or within the authority of the Committee, or if the content of the comments is willfully disruptive of the meeting by being irrelevant, repetitious, slanderous, offensive, inflammatory, irrational, or amounting to personal attacks or interfering with the rights of other speakers.

1. **Roll and Introductions** – Marshall Smith, Jarrod Hickman, Curtis Trujillo, Dan Murphy, Shannon Ernst, Ann Cyr, Paul Sikora, Stephen Romero, Alicia Heiser, Chris Spross, Joni Eastley, Donna Squires, Jesse Katsaris, Margaret Malzahn
2. **Public Comment** – no public comment
3. **FOR POSSIBLE ACTION:** Approval of the Minutes of Committee Meeting of February 11, 2025. ([ATTACHMENT 1](#)) Ann Cyr made the motion, Jonni Eastley seconded. Motion passed.
4. **FOR DISCUSSION:** Highlights/Happenings Pershing County School District – Dan Murphy. Dan shared that Pershing County School District completed a big project of putting stadium lights at the baseball and softball fields. They also replaced 499 seats in the auditorium and re-did the floors and put new curtains up. They are currently trying to create the idea that they can host sporting events and tournaments, as Lovelock is a short drive from Fernley and Fallon. As far as risk management goes, the school district is working towards ERMEP completion. Dan stated that they were happy to host the ERM meeting, as well as NRMA meeting this afternoon.
5. **FOR DISCUSSION: Risk Management Activity Report**
 - a. **Webinars/Seminars/Training/Programs Since Last Meeting**
 - i. **Board Training (Wayne Carlson)** – Jarrod gave an overview of the trainings Wayne and Alan continue to provide to the members across the state of Nevada.
 1. *Board Governance, Open Meeting Law, and Ethics for Governing Boards* – March 3, 2025 – Esmeralda County
 2. *Board Governance, Open Meeting Law, and Ethics for Governing Boards* – March 24, 2025 – City of Lovelock
 - ii. **Fiscal Controls (Alan Kalt)**
 1. *Local Government Finance and Budget Training* – February 28, March 25, and March 28, 2025
 2. *Board Finance Training for School Districts* – March 6, 2025
 - iii. **Occupational Safety** – Jarrod gave an overview of the model plan and eLearning training course that was pushed out two weeks ago regarding the new Heat Illness Safety Plan, as well as an overview of the trainings and webinars that have taken place since the last ERMC meeting. Marshall noted that he and Tony Rucci are working together to come up with a plan that outlines critical features that have to be in place to allow vendors access to member networks. He noted that 60-65% of cyber hacks are committed by vendors. Jarrod gave an overview of the AGRiP conference and noted that POOL & PACT received the “following best practice” award.
 1. Heat Illness Prevention Safety Plan Template, Job Hazard Analysis Template, and eLearning Course Development ([ATTACHMENT 2](#))
 2. *Portable Fire Extinguisher Training* – March 14, 2025 – Eighth

Judicial District

3. *Written Workplace Safety Plan and Safety Committee Development*

- a. Esmeralda County (new)
- b. Eureka County (new)
- c. Lander County (new)
- d. Lincoln County (new)
- e. City of Lovelock (new)
- f. City of Winnemucca (continued)
- g. Town of Round Mountain (new)
- h. White Pine County (new)
- i. Eighth Judicial District (new)
- j. Mineral County School District (continued)

iv. Cybersecurity

- 1. Q3 Cybersecurity Webinar (Tony Rucci) – March 11, 2025

v. Conferences

1. AGRiP Governance Conference – March 16-19, 2025 – *Practical Application of AI in Risk Management* (Marshall Smith and Mike Van Houten)
- b. Upcoming Webinars/Seminars/Training** – Jarrod gave an overview of the upcoming webinars and trainings.
 - i. Nevada Risk Management Association, *Practical Applications of AI in Risk Management* – April 1, 2025
 - ii. *Tips and Tricks for Operating the TargetSolutions Platform* – April 15, 2025
 - iii. POOL/PACT Annual Board Meeting – April 17-18, 2025
 - iv. Quarterly Roll Call Webinar – *Critical Incident Supervisor Review and Detainee Transport* – May 13, 2025
 - v. Fit for Retirement Oversight Committee – May 14, 2025
- c. Enterprise Risk Management Excellence Program Report** – Marshall gave an overview of the ERMEP applicants and awardees. There are no new members since the last ERM Committee meeting. He also gave a brief overview of the various committees and working group meetings that have taken place since the last ERM committee meeting.
 - i. ERMEP Status Report.
 1. Award Recipients: 6
 2. New Applicants: none
 3. Current Number of Applicants: 23
 4. **ERM Committee Member Status Report:**

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 Detention Administrators Working Group**
 - i. Meeting – Lyon County Sheriff’s Office - February 12, 2025
- e. Nevada Rural School District Collaborative**
 - i. Bureau of Justice Administration (BJA) FY25 STOP School Violence Program Notice of Funding Opportunity.
- f. Nevada Association of Rural School Resource Officers**
 - i. Meeting – Humbolt County – March 3, 2025

- g. Risk Management Grant Program Report ([ATTACHMENT 3](#))**— Jarrod gave a brief summary of the grant budget, including grant funds that have been encumbered and grants that have been funded for both RM and RME grants.
 - i. Budget**

1. POOL: \$500,000.00
 2. PACT: \$500,000.00
- ii. FY24/25
 1. RM Grants Funded: \$41,138.17
 2. RME Grants Funded: \$40,540.15
6. **FOR POSSIBLE ACTION:** Proposal for *Conditional ERMEP Award Approval* Process. [\(ATTACHMENT 4\)](#) – Marshall discussed the Conditional ERMEP Award process, indicating that this would be an option for White Pine County School District. This came to be because Paul Johnson has worked very hard to complete most of the ERMEP sections on behalf of White Pine County School District, and since he is retiring before all the sections of the ERMEP will be “In Place and Operational”, they discussed the idea of the Conditional ERMEP Award. This process would allow for recognition and acknowledgement prior to the approval of policies by a Board Commissioner or other administrative body. Dan Murphy asked if there would be another recognition/celebration once everything is in place and operational, Marshall clarified that would not be the case. Jonni Eastley made the motion, Ann Cyr seconded. Motion passed.
7. **FOR POSSIBLE ACTION:** *Conditional Approval of White Pine County School District Enterprise Risk Management Excellence Program Award* [\(ATTACHMENT 5\)](#) – Marshall discussed the conditional approval for White Pine County School District. He summarized the financial award the district would receive and noted that the district has 6 months to get everything in place and operational, at that time, the financial award would be awarded. Marshall discussed the remaining policies that need to be approved and implemented and noted that he will be confirming that these policies are in fact, in place and operational come October. Ann Cyr made the motion, Curtis Trujillo seconded. Motion passed.
8. **FOR POSSIBLE ACTION:** Approval of grant application 0304-RM-2025, Churchill County, for security enhancement to the William N. Pennington Life Center. [\(ATTACHMENT 6\)](#) – Shannon Ernst provided an overview of the William N. Pennington Life Center and why it is important for them to upgrade their video surveillance system. Jarrod and Marshall commented on how great Shannon’s presentation was. Dan Murphy asked if remote access would be provided to local law enforcement, Shannon confirmed that they were able to allow access to law enforcement. Shannon noted that time is of the essence with the approval of this grant due to other funding sources and requirements. Paul Sikora asked if Churchill County has accounted for life beyond the grant, and Shannon confirmed that this new system will be listed as an asset, and the County will account for life beyond the warranty. Jonni Eastley made the motion to approve, Curtis Trujillo seconded. Motion passed. Jarrod noted that an approval letter with next steps and requirements would be sent following the meeting.

9. **FOR DISCUSSION:** Committee Member ideas, suggestions, or recommendations regarding POOL/PACT’s ERM programs, services, and objectives? – Dan Murphy discussed the Crisis Prevention Institute training that was a train-the-trainer type training. Dan noted that there was a request for the training recently in Pershing County; according to NRS, school districts in particular need this training. He noted that Safe Schools has 40+ trainings on social and behavioral topics, as well as 40+ trainings in Absorb on the same topic.

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

Dan Murphy – Pershing County School District is still working towards ERMEP completion, and noted that they recently got over an IT hurdle with Tony Rucci and Pershing County School District’s IT Director, Jesse Katsaris.

Curtis Trujillo – Incline Village General Improvement District is bringing fingerprinting in-house, results will be instantaneous, with an up to 10-day buffer. Curtis is also working on monthly DMV record monitoring for IVGID.

Paul Sikora – 6 months ago, a new Public Works Director was hired; he began focusing on ADA improvements, spent a large amount of capital improvement money to upgrade some facilities around the city. Enhanced the ability and reduced risk for ADA community. Very happy with the progress made on that front.

11. **FOR DISCUSSION:**

- a. Date and location for next meeting. – Marshall asked for any volunteers, Ann Cyr volunteered to have the meeting in Carson City. Marshall will coordinate with her and Dan for date/time of next meeting.

12. **Public Comment** – no public comment

13. **Adjournment** – meeting adjourned at 10:01.

This Agenda was posted at the following locations and at notice.nv.gov:

N.P.A.I.P.

201 S. Roop

Carson City, NV 89701

Carson City Courthouse

885 E. Musser Street

Carson City, NV 89701

Eureka County Courthouse

10 S. Main Street

Eureka, NV 89316

Churchill County Courthouse

155 North Taylor Street

Fallon, NV 89406

NOTICE TO PERSONS WITH DISABILITIES

Members of the public who are disabled and require special accommodations or assistance at the meeting are requested to notify the Nevada Public Agency Insurance Pool in writing at 201 S. Roop Street, Suite 102, Carson City, NV 89701-4790, or by

calling (775) 885-7475 at least three working days prior to meeting.