



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

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**NOTICE OF MEETING AND AGENDA FOR LOSS CONTROL COMMITTEE OF
NEVADA PUBLIC AGENCY INSURANCE POOL AND PUBLIC AGENCY COMPENSATION
TRUST**

DATE: May 22, 2024

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

LOCATION:

(1) In-person:

Incline Village 955 Fairway Blvd., Incline Village, NV 89451

(2) Online:

Zoom Meeting

<https://us02web.zoom.us/j/89151026437?pwd=b0pzZnVrVWlkTnhFL2k0NWY0NC9TZz09&from=addon>

Meeting ID: 891 5102 6437

Passcode: 462550

(669) 900-6833 US

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.**

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1. Roll

- a. Curtis Trujillo, Dan Murphy, Mike Speers, Ann Cyr, Paul Sikora, Joni Eastley, Margaret Malzahn, Stephen Romero, Donna Squires, Sean Moyle, Wayne Carlson, Marshall Smith, Jarrod Hickman, Jennifer Turner

2. Public Comment

- a. No public comment.

3. FOR POSSIBLE ACTION: Approval of the Minutes of Committee Meeting of February 6, 2024 ([Attachment 1](#)).

- a. Ann Cyr made a motion to approve, Curtis Trujillo seconded, motion passed.

4. FOR DISCUSSION: Congratulate Geof Stark on his retirement and thank him for service to the Loss Control Committee.

- a. Dan congratulated Geof on his retirement and thanked him for his service on the Loss Control Committee, and for everything he did for/with POOL/PACT. Jarrod paused the meeting to start the Zoom recording.

5. FOR DISCUSSION: Introduction and welcome to new board member: Joni Eastly, Vice-Chair Town of Tonopah Board. ([Attachment 2](#))

- a. Dan welcomed Joni Eastly to the LCC Board. She is currently the vice-chair of the Town of Tonopah's Board of Directors. Joni said she was honored to be asked to be on the board. She has had a long, great working history with POOL/PACT.

6. FOR DISCUSSION: Highlights/Happenings in IVGID, by Member, Curtis Trujillo.

- a. Chris Eastly, Safety Specialist, hired 6 months ago talked about a new incident tracking system IVGID will be implementing district wide; IVGID has a new risk manager position opening up; addition of Cari Grant to help with 4th of July project, which is a big collaborative effort; just completed round 2 of SCATS at the golf courses; Marshall and Jarrod helped IVGID with their new e-bike policy, and working on getting that completed and implemented by the end of the week.
- b. Jarrod asked what the program/vendor is for the incident tracking system; Curtis said it was something Cari created through Excel, and the idea is that each department will have tracking ability so they can look at it at department level, and each department will roll up into macro file. Cari had several incidents, so she created something where we can put everything together, and the idea is to track by vehicle color, license plates, names, etc., and create an appropriate response.
- c. Jarrod asked if it required manual data entry or can you call/email it in, Curtis said it's manual entry, and one person in each department will be required to enter the data.

- d. Dan liked the sound of the incident tracking system and said that it will come in handy. He thanked Curtis and Chris for the updates.

7. FOR DISCUSSION: Risk Management Activity Report

a. Webinars/Seminars/Training Since Last Meeting

- b. Jarrod Hickman and Marshall Smith provided a summary of Occupational Safety, School Safety, Cybersecurity, Law Enforcement, Finance Training, and Board Training that has taken place since the last meeting.

i. Occupational Safety

1. Written Workplace Safety Plan Development (Douglas County Lake Tahoe Sewer Authority, 02/29/2024)
2. Portable Fire Extinguisher Training (Boulder City, 03/06/2024 and 03/07/2024)
 - a. Jarrod Hickman noted that during their visit to Boulder City, there were nearly 200 people who took the Portable Fire Extinguisher training
3. Portable Fire Extinguisher Training (NV Volunteers, 03/14/2024)
4. Safety Committee Development (Mineral County School District, 03/15/2024)
5. Portable Fire Extinguisher Training (Mineral County School District, 03/15/2024)
6. Written Workplace Safety Plan Development (Humboldt County, 03/27/2024)
7. Written Workplace Safety Plan Development (City of Lovelock, 04/18/2024)
8. Written Workplace Safety Plan Development (Lander County School District, 05/08/2024)

ii. School Safety

1. Emergency Communications and SB294 (Douglas County School District, 02/07/2024)
2. Emergency Communications and SB294 (Mineral County School District, 03/14/2024)
3. Emergency Operations Plans Tabletop (Mineral County School District, 03/15/2024)

iii. Cybersecurity

1. Cybersecurity Webinar (03/05/2024)
2. Cybersecurity Webinar (05/08/2024)
 - a. Marshall Smith stated that email compromise is rampant right now, and during the last Cybersecurity webinar, Tony Rucci went over point by point analysis of what it is and how to protect against. Just a few days after the webinar, one of our members had their email compromised. The point being that everyone can benefit

from these webinars, they are recorded and can be watched after the fact on the POOLPACT.com website.

iv. Law Enforcement

1. Monthly Roll Call Webinar (Vehicle Pursuit and Intervention Tactics, 02/13/2024)

v. Board Training

1. Ethics for Governing Boards (Palomino Valley GID, 02/27/2024)
2. Positive Governance (Palomino Valley GID, 02/27/2024)
 - a. Jarrod Hickman noted that Wayne Carlson continues to provide board governance training across the state,
3. Annual Board Meeting Training Day, *Why the Enterprise Approach Matters* (04/18/2024)

vi. Finance Training

1. Pact Rate Training (02/14/2024)
2. Financial Leadership for Local Governments (03/27/2024)
3. Investment Responsibilities of a Governing Body (04/09/2024)
4. Local Government Financial End-of-Year Housekeeping (05/15/2024)

c. Enterprise Risk Management Excellence Program Report

i. ERMEP Status Report ([Attachment 3](#))

- a. Marshall Smith gave an overview of where members are in the ERMEP process. He noted that IVGID is processing through their second ERMEP award, and they're about 90% complete. Boulder City is also about 90% complete with their first ever ERMEP award. Marshall noted that Joni Eastley, from the Town of Tonopah, asked about the services for the library districts, and she sent him a remarkable amount of information on best practices and minimum standards, so a library section has now been built into the ERMEP program.

d. Nevada Detention Administrators Working Group

- i. 5/7/24 Meeting in Battle Mountain
- ii. 7/10/24 Next meeting in Ely
 - a. Marshall Smith noted that the NDAWG group is growing in density and momentum; more people are attending and having good discussions. The latest topic of conversation was the legislative changes imposing voting requirements on detention facilities; specifically, that if someone is incarcerated, they've given up their constitutional rights, and the legislature is saying that detention facilities shall apply these voting opportunities. A number of our entities worked together to create a section in the NDAWG handbook which specifically addresses voting.

e. Upcoming Webinars/Seminars/Training

- i. Aquatic Facility Assessments (beginning 06/03/2024)
 - 1. IVGID, Hawthorne, Sun Valley, Storey County, Fernley
- ii. Aquatics Risk Management Seminar (06/06/2024, Carson City)
- iii. ERM Conference, September 4 and 5, Elko, NV
- iv. Risk Management Pre-conference (HR Leadership Conference), October 29, Reno, NV
 - 1. Jarrod Hickman noted the upcoming aquatic assessments that will be taking place in June, as well as the Aquatic Risk Seminar taking place on June 6th, in Carson City. Jarrod also gave an overview of the Enterprise Risk Management conference taking place in September, and the various topics that will be discussed.

f. Risk Management Grant Program Report

- i. RM Grants Approved: \$129,519.06
- ii. RME Grants Approved: \$84,860.66
- iii. Grant Summary ([Attachment 4](#))
 - 1. Jarrod Hickman gave an overview of the monies incumbered and reimbursed for both the Risk Management grants and Risk Management Education grants.

8. FOR POSSIBLE ACTION: Discussion and consideration to recommend a name change from the *Loss Control Committee* to *the Enterprise Risk Management Committee* to the POOL/PACT Executive Committee. ([Attachment 5](#))

- a. Dan Murphy read the overview for the name change to Loss Control Committee. Dan was on board and agrees this change makes sense.
- b. Marshall Smith noted that this is the evolution the committee is taking, in light of objectives and mission, this is a logical next step to take.
- c. Dan Murphy asked if there were any questions, if not, he entertained a motion.
- d. Jarrod Hickman provided guidance that the motion generated here should also approve changes to attachment 5, Loss Control v. Enterprise Risk Management, and Dan Murphy confirmed that any name change to the committee makes an adjust to the committee charter.
- e. Ann Cyr noted that there are probably other documents that the POOL has that will need this change to be made, and they are changes that can be made as they come up and are presented to the Executive Committee. She concurs that the name change is great idea and she's glad it was brought to the group.
- f. Dan Murphy agreed that changes will have to be made as it comes up.
- g. Paul Sikora made a motion to approve, Curtis Trujillo seconded, the motion passed.

9. FOR DISCUSSION:

- a. Date and location for next meeting.
 - i. Joni Eastley volunteered to host the next meeting in Tonopah, in August. She will work with Marshall Smith to make the arrangements.

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10. Public Comment

- a. Jarrod Hickman stated that the next meeting will include discussion for different projects, and would like the committee's input and direction on these projects.
- b. Marshall Smith said that if committee members have anything to bring forward, to please let him know so he can include these items on the agenda for the next meeting.

11. Adjournment

- a. Meeting adjourned at 9:37 AM by Dan Murphy.

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 the meeting.