



**Nevada Public Agency Insurance Pool
Public Agency Compensation Trust**
201 S. Roop Street, Suite 102
Carson City, NV 89701-4779
Toll Free Phone (877) 883-7665
Telephone (775) 885-7475

**Minutes of Meeting of the Loss Control Committee of
Nevada Public Agency Insurance Pool and Public Agency Compensation Trust**

Date: Tuesday, July 18, 2017

Time: 9:00 A.M.

**Place: Whitney Peak Hotel, Mt. Rose Room
255 N Virginia Street, Reno, Nevada 89501**

1. Roll

Members Present: Cash Minor, Ann Wiswell, Geof Stark, Dan Murphy
Members Absent: Bryce Boldt, John Dollar, Bob Spellberg, Steve West, Darren Wagner
Others Present: Mike Rebaleati, Rick Hudson, Mel Ida, Josh Wilson, Mike Livermore, Jeff Coulam, Marshall Smith

2. Public Comment

Chair Minor opened Public comment and hearing none, closed the public comment period.

3. For Possible Action: Approval of Minutes of Committee Meeting of December 9, 2016.

On motion and second to approve the minutes, the motion carried.

4. For Possible Action: Discussion of and presentation by Jackie Cox (Specialty Health) regarding 24/7/365 program now available. Provide direction related to effective deployment of program. Time allotted: 15 minutes.

Jackie Cox, VaDonna Rivera, (Specialty Health) and Mike Livermore (ASC) presented and summarized the 24/7/365 Worker's Compensation Triage Service provided by PACT. Further discussion and action was considered below in Item 13.

5. For Possible Action: Discussion of and presentations by:

- a. Jeff Schobel of *STOPit*. *STOPit* provides individuals with a mobile app to report incidents, including attaching photo or video evidence. Time allotted: 15 minutes.
<http://stopitsolutions.com/>
- b. Possible action regarding support and/or coordination of programs for incident reporting.

Mike Rebaleati summarized this program and informed the Committee that the NV Dept. of Education was in the process of implementing a similar program (Safe2Tell), this item was combined with Item 12 below, with possible action in Item 13 below.

6. **For Possible Action:** Discussion of and presentation by Phil Coons of *TargetSolutions*. *TargetSolutions* is an on-line learning management system which provides federal, state and local public safety training mandates. Discussion relating to obtaining access to fire and EMS training only. Time allotted: 15 minutes. <http://www.targetsolutions.com/> Possible action to determine Pool/Pact support for paid and volunteer fireman/EMS access to Target Solutions products.

Phil Coons presented and summarized the LMS program. He said that TargetSolutions was the largest online LMS, which can provide for all recertification requirements for fire and EMS personnel, with 400 fire course hours of training and 180 EMS hours of training. There are currently seven members who subscribe to this service. Further discussion and action was considered below in Item 13.

7. **For Possible Action:** Discussion and consideration of and status of the Loss Control Excellence Program, increasing award/participation incentives, and overview of program.

Staff provided a review and utilization summary of the LCEP. The Committee agreed that this was a worthwhile program and considered ways to improve the program including the following: updating the categories, identifying a certain period for requalifying for the program, increasing the awards for both initial completion and requalification; more effective marketing, include points for member participation in other Pool/Pact programs such as attendance in HR training, signing up for and using Pool/Pacts various on-line systems, including, MSDSonline, TORCH, Cyber Assessments, Swimming Pool Inspections, LLRMI Law Enforcement policies. A further incentive might include an acknowledgment by the member that a special account would be established in to which any award received would be assigned for funding of safety committee and related tasks. The Committee assigned staff to update the LCEP to include the above considerations and present it during the next meeting.

8. **For Possible Action:** Status and update on (1) ELearning: TORCH Enterprise Platform, more functionality lower subscription pricing.

Pool/Pacts web administrator, Mike Van Houten presented and summarized the new TORCH platform called Enterprise. Mike indicated that this upgrade was necessary in light of members increased utilization and need for additional functionality. He will be working first with those members who have a demonstrated track record in using the Pro version and update them to Enterprise, then roll out to all members.

9. **For Possible Action:** MSDSonline: New contract, lower subscription price, additional HQ platform available to all members.

Pool/Pacts web administrator, Mike Van Houten presented and summarized the new MSDSonline platform called HQ. Mike indicated that this upgrade was necessary in light of members increased utilization and need for additional functionality. He will be working first with those members who have a demonstrated track record in using the PPI version and update them to HQ, then roll out to all members.

10. **For Discussion:** Status and update on Aquatic Research Group inspection of four member swimming pools and risk management reporting on June 2017 audits;

Staff reviewed the changes which were made in the Aquatic Research Group's inspection report. These changes were made in an effort to more effectively inform the swimming pool operator of area which need to be addressed. Similarly, a new procedure has been implemented by which Pool/Pact Risk Management

would send a letter with the report and alert the member to those areas which must be addressed and also identify the ways that Pool/Pact can assist the member with addressing the concerns outlined in the report.

11. For Discussion: Sarah Adler of Nevada Department of Education SB 212 “Safe to Tell” program Coordinator. Time allotted: 15 minutes.

Sarah Adler (Safe2Tell Co-Coordinator Nevada Department of Education) and Officer Kenji Okuma (NDI) presented and summarized this program. This program includes cell phone app, web-site, and phone number accessibility. Ms. Adler requested the following from Pool/Pact: assistance with program development, interface with Pool/Pact members and community leaders, assistance with marketing of materials, and future financial support when the four year grant expires.

12. For Possible Action: Discuss, approve, or deny Risk Management Programs:

Mike Rebaleati provided a detailed review of Risk Management funds expended all grants awarded in FY 2016 – 2017.

With reference to the continuing review of the Risk Management Program, the Committee will:

- a) conduct further analysis regarding the need and application of the TargetSolutions LMS;
- b) consider potential future support of the Safe 2 Tell program including sponsoring the purchase of informational magnets;
- c) continue review of the StopIt program’s applicability to non-school member entities;
- d) provide priority to those grants which are generated as a result of input from Pool/Pact vendor partners, such as LLRMI, Aquatic Research Group, Ila, and School Safety Operations.
- e) move forward with 24/7/365 pilot program with Churchill and Elko counties.

Upon Motion and Second, the Committee approved the following:

- a) Funding the Pool/Pact Risk Management Grant Program through contributions of \$500,000.00 each from Pool and Pact;
- b) Suspend the Risk Management Grant Program to facilitate further analysis and development of a structured grant system for members until after the October 2017 Loss Control Committee meeting. This suspension does not include Risk Management Educational Grants.
- c) To release title to the three Pool/Pact skid cars to interested members.

13. For Discussion: Discussion of whether the Loss Control Committee concurs with the possible creation of an IT/Cyber Working Group to develop policies and procedures for members.

Mike Rebaleati reviewed the status of the Cyber Security Program, training and assessment and informed the Committee that six members have proceeded through the program. That staff will develop a Cyber/IT Working group comprised of members which have completed the passive network assessment. Also, that a cyber incident response protocol has been established with local legal team.

14. For Possible Action: Review, status, and possible update of 2017-2019 Strategic Plan.

A review and assessment of the current Strategic Plan was conducted and updated accordingly based upon the discussion and considerations of this meeting.

15. Public Comment

16. For Possible Action: Adjournment

After discussion a motion was made, seconded, and approved.

These Minutes were posted at the following locations and at notice.nv.gov:

**NPAIP/PACT
201 S. Roop Street, Suite 102
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 Admin Complex
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 or Public Agency Compensation Trust in writing at 201 S. Roop Street, Suite 102, Carson City, NV 89701-4779, or by calling (775) 885-7475 at least three working days prior to the meeting