



**Nevada Public Agency Insurance Pool  
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**Minutes of Meeting of  
Loss Control Committee of  
Nevada Public Agency Insurance Pool and  
Public Agency Compensation Trust  
Date: January 24, 2012**

**1. Roll**

The meeting was called to order by Chairman Cash Minor at 9:30 a.m. Ann Wiswell confirmed that a quorum was present.

- 2. Members present:** Chairman Cash Minor (Elko County), Shannon Gardner (Storey County), Mike Callahan (City of Mesquite), Geoff Stark (Churchill County), Bob Spellberg (Gardnerville Ranchos GID), Kevin Curnes (Carson City School District), Dan Murphy (Pershing County School District).
- 3. Others present:** Ann Wiswell, Wayne Carlson, Kathy Griffin (Lyon County School District), Catherine Weatley (Lincoln County School District), Marty Soderberg (Lincoln County School District).

**4. Public Comment:**

none

**5. For Possible Action: Approval of Minutes of Committee Meeting of July 22, 2011**

Upon motion and second the minutes were approved.

**6. For Possible Action: Staff Reports:**

- a. PRIMA Conference**
- b. Loss Control Excellence Program**

Ann Wiswell reported that the promotion of the conference was going well, but that registrations were low. She encouraged the committee members to register and apply for grants.

The Loss Control Excellence Program revisions are still be worked on. The final versions of the self audits forms will be distributed to the committee at the next meeting for final review and approval.

**7. For Possible Action: Consideration and Approval of FEMA QuakeSmart Toolkit**

Ann shared information with the group from the Nevada Earthquake Safety Council regarding a kit available from FEMA on CD-ROM. The kit, titled “

Kevin Curnes mentioned that the Carson City School District participates in the Great Nevada Shakeout and that the toolkit information is provided on the shakeout website. Kevin suggested that the best way to promote the use of this toolkit would be to link to the web resources via the Pooling Perspectives newsletter. Mike Callahan and Geoff Stark agreed.

8. **For Possible Action: Consideration and Approval of Readiness and Emergency Management for Schools Workshop**

Kevin Curnes shared information on a basic crisis response plan training that is being offered for free under a homeland security grant. The training requires a minimum of fifty (50) participants. Mike Callahan suggested that before the committee commits further resources to marketing and supporting the four hour course that staff survey the member school district to determine their interest. A motion was made and approved to direct staff to conduct the survey of school district members.

9. **For Possible Action: Consideration and Approval of Risk Management Grant Application submitted by Lyon County School District**

The Lyon County School District submitted a grant request in the amount of \$48,438.00 to fund security cameras for the districts fleet of school busses. Kathy Griffin described the aging, nonfunctional security systems installed in 28 of the district’s 39 buses. The grant would fund equipment for the entire fleet. Options were presented for both a two camera and three camera system. Kevin Curnes commented that the three camera system was more effective and that Carson City School District orders all new buses equipped with a three camera system. Kevin also expressed a concern that installation of nearly 40 camera systems was a fairly daunting task. Kathy indicated that the district was supplying an in kind funding of approximately \$9750.00 that the district would be covering with their own labor to install the units. Ann noted that camera systems were very effective in the reduction of vandalism, driver misconduct and student bullying. Geoff Stark expressed concern over the amount of the grant and the amount of in kind funding being supported by the school district. Kevin Curnes recommended full funding and Ann suggested that the district adopt a policy that all future new buses ordered by the district be equipped with the camera system. Bob Spellberg recommended a time line for installation be incorporated into future grants requests for larger funding requests. Upon motion and second the grant application was approved in the amount of \$48,438.00 with a grant validation report due by August 31, 2012 documenting installation of all units.

10. **For Possible Action: Consideration and Approval of Risk Management Grant Application submitted by Lincoln County School District**

Catherine Wheatly of the Lincoln County school District explained the need for fencing to separate the old school from the new school in Panaca. The old school has been sold to Lincoln County and will be leased out as professional office space, thus creating a hazard or public interaction with students during recess hours as the new school has been constructed directly behind the old building. Upon motion and second the grant application was approved in the amount of \$10,000.

**11. For Possible Action: Consideration and Approval of Loss Control Committee Strategic Plan**

Cash Minor asked the committee members to review the materials provided in their packets and consider new strategies to be included in the plan for the next three years, including a review of the grant program administration. The committee was advised that the next meeting would include a comprehensive review of these plan objectives.

**12. Public Comment**

Marty Soderberg of Lincoln County School District thanked the committee for approving the district grant request.

**13. For Possible Action: Adjournment**

Upon motion and second the meeting was adjourned.