



**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  
Facsimile (775) 883-7398

---

**Minutes of Meeting of  
Loss Control Committee of  
Nevada Public Agency Insurance Pool and  
Public Agency Compensation Trust  
Date: June 11, 2012**

**1. Roll**

The meeting was called to order by Chairman Cash Minor at 11:00 a.m. Ann Wiswell confirmed that a quorum was present.

Members present: Chairman Cash Minor (Elko County), Shannon Gardner (Storey County), Mike Callahan (City of Mesquite), Bob Spellberg (Gardnerville Ranchos GID), Kevin Curnes (Carson City School District), C.J. Manthe (Incline Village General Improvement District), Jan Archuleta (Eureka County), Steve West (Winnemucca), Geoff Stark (Churchill County), Dan Murphy (Pershing County School District)

Others present: Ann Wiswell, Mel Iida, Wayne Carlson, Chuck Haley (MSDS Online)

**2. Public Comment:**

none

**3. For Possible Action: Approval of Minutes of Committee Meeting of March 8, 2012**

Ann noted a typographical error under agenda item 8 for correction. Upon motion and second the minutes were approved.

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

**a. LCEP Program**

Ann Wiswell reported that the new web based survey program was nearly finished and would be put into use before the next meeting. An announcement will be included in the Pooling Perspectives Newsletter and links will be sent to all members who were scheduled for requalification in 2011.

**b. Stryker Grant Fund**

Ann Wiswell reviewed the final draft of the Stryker grant applications. Upon review and discussion, the committee approved the use of the grant application.

**c. Respiratory Fit Testing Program**

Rick Hudson updated the committee on the respiratory fit testing program. Members who have taken advantage of the program this year include:

Sierra FPD, Mesquite, Nye County (all depts.), Fernley Public Works, Elko Public Works, Eureka Fire Dept., Churchill County and Fallon Fire Depts. and Winnemucca Police Dept.

Other members who have scheduled testing for this year include Boulder City, Ely, Winnemucca FD, Nye County School District and the Town of Pahrump.

**d. Risk Management Grant Program**

Ann Wiswell advised the Committee that a grant application similar to the Stryker grant form would be developed to reflect the changes to the grant program adopted at the March 8, 2012 L.C. Committee meeting. The new grant application would be used effective July 1, 2012.

**5. For Possible Action: Consideration and Approval of Fit Responder Public Safety Fitness, Wellness and Injury Prevention Program**

Ann Wiswell introduced Bryan Fass, the developer of the Fit Responder Program to present a proposal for the consideration of the committee. The Mesquite Fire Dept. had submitted a Risk Management Grant application to fund training for their staff on the Fit Responder program. After evaluation by staff, it was determined that this was a program that would benefit all PACT first responder agencies. Ann, Rick Hudson and Josh Wilson had met with Bryan Fass to learn more about the program and concurred that it would be beneficial for the Loss Control Committee to consider funding this program for PACT members. The purpose of the Fit Responder program is to:

- Reduce on the job injury and workers compensations claims.
- Establish a safe patient handling and ergonomics guideline which will eventually become a policy for patient and equipment handling.
- Train key staff on the core components of the Fit Responder program.
- Muscular stabilization and the 5 steps of patient handling.
- Injury prevention through tissue flexibility and mobility.
- Patient handling and equipment handling; a hands on training system.
- Safe and effective exercise to improve fitness while reducing injury.
- Utilize existing command structure to establish a system of oversight for proper ergonomics.
- Clearly defined training modules for retraining, new employee orientation & field training officer training.
- Change the culture and behaviors of field employees through biomechanical behavior modification, nutritional education, fitness, wellness and self care.

C.J. Manthe asked if it other municipal risk pools that were using the Fit Responder had seen results. Bryan advised that among those departments that had the structure in place to measure the results, there was a reduction in both frequency and severity of injury. The program in North Carolina initially targeted the agencies having the most claims. It was noted that ergonomics,

fitness and wellness goals are all a priority for the committee and that this program was a way to support the committee's goals. Upon motion and second the committee approved funding of six Fit Responder training sessions.

**6. For Possible Action: Consideration and Approval of Material Safety Data Sheet Program**

Chuck Haley of MSDS Online gave a presentation of an enhanced service for the POOL/PACT members. POOL/PACT currently contracts with this company to provide members with access to a database of current Material Data Safety Sheets (MSDS). The enhanced service would provide electronic storage and maintenance of each member's MSDS records in a web hosted environment, eliminating the need for the POOL/PACT member to maintain a paper three ring binder. Recent changes to OSHA's record keeping requirements make the maintenance of MSDS even more challenging, and this new system would allow members to more easily transition to the global harmonization requirements of OSHA. Upon motion and second the committee approved funding of the electronic binder system for POOL/PACT members.

**7. For Possible Action: Consideration and Approval of Risk Management Grant Application Submitted by Pershing County School District**

Dan Murphy of the Pershing County School District answered questions regarding a Risk Management Grant application submitted on behalf of his school district. The application was for funding of security fencing to prevent use of a dirt road by the public. The road runs through the center of the school property. Often times people use the road to avoid driving around the school property, creating a hazard for children on the property. Concession stands on the school property accessed by this road have also been vandalized and food items stored at the concession stands had been stolen. Upon motion and second the committee approved funding of the Risk Management Grant Program submitted by Pershing County School District.

**8. Public Comment**

None.

**9. For Possible Action: Adjournment**