



**Nevada Public Agency Insurance Pool
Public Agency Compensation Trust**
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**Minutes of Meeting of
Loss Control Committee of
Nevada Public Agency Insurance Pool and
Public Agency Compensation Trust
Date: October 15, 2009**

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), Roy McDonald (City of Yerington), Eric Guevin (Storey County), Mike Callahan (City of Mesquite), Mike Pennacchio (IVGID), Steve West (City of Winnemucca), Jerry Larson (Eureka County) (Elko County School District), Geoff Stark (Churchill County)
- Ex-Officio Members and others present: Ann Wiswell, Rick Hudson, Craig Buchholz, Josh Wilson, Marty Soderberg, Doug Smith, Kevin Curnes

2. Action Item: Approval of Minutes of Committee Meeting of July 17, 2009

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

3. Action Item: Changes to Roster of Alternate Voting Members:

Ann Wiswell advised that the chairmen had appointed new voting alternates to the committee. Jerry Larson of Eureka County will replace Mike Rebaleati of Eureka County. Dan Murphy of Pershing County School District will replace Debbie Pontius.

4. Action Item: Consideration and Approval of Risk Management Grant application submitted by Lincoln County School District

Ann Wiswell reviewed a risk management grant application submitted by Lincoln County School District to fund a security camera system. The school has experienced recent arson attempts, broken windows and other property vandalism. Kevin Curnes advised that Carson City School District also has a similar security system and that it has been effective in assisting the District to monitor its properties. On motion and second to approve the risk management grant in the amount of \$10,495.60, the motion carried.

5. **Action Item: Consideration and Approval of Risk Management Grant application submitted by Incline Village General Improvement District**

Mike Pennacchio advised the committee that Incline Village General Improvement District was applying for funding of the equipment and training for the district's confined space training program. The district had purchased some equipment as required by OSHA, but is in need of additional respiratory equipment. The district has ten confined space locations consisting of sewerage facilities that necessitate the training and equipment. It was recently noted that the district has relied on the local fire department for confined space rescue in the past and they had recently experienced an incident where the fire department was unable to respond as it was out on another call. Eric Guevin asked if other agencies could attend the training that Incline Village General Improvement District was holding and if the equipment that was being purchased was compatible with the equipment being used by the local fire department. Mike Pennacchio advised that others were welcome to join the training and that the equipment was compatible with other emergency support agencies. On motion and second to approve the risk management grant in the amount of \$10,912.35, the motion carried.

6. **Action Item: Consideration and Approval of Funding for School Bus Driver Safety Training Program**

Ann Wiswell advised that United Educators, one of the pool's reinsurance partners had invited the pool to participate in a pilot training program developed by The School Bus Safety Company. Carson City School District had agreed to host a one day training event. The event was held on August 12th and attended by thirteen of the fifteen member school districts. Carson City School District received a set of the training materials at no cost for hosting the event. All districts in attendance indicated that they would like to have the training program and wished for the pool to fund it on behalf of member school districts.

Kevin Curnes, Safety Services Manager for Carson City School District then addressed the committee and advised that the district had also loaned the program to Lyon County School District and that Lyon S.D. had trained 110 drivers and Carson had trained 43 drivers. The training program has been very well received. The program is very comprehensive and Kevin advised that in his fifteen years of driver training he has never seen a program of better quality.

Craig Buchholz commented that he had also attended the one day training in Carson. He advised that the training would provide a stable training program that would provide the pool a defensible position in the event of a training claim.

Eric Guevin asked if the pool would have to buy updates to the program and Ann advised that yes, new modules and updates to the program would have to be purchased at some time in the future.

On motion and second to approve funding of the School Bus Driver Safety Training Program in the amount of \$47,400.00, the motion carried.

7. **Action Item: Consideration and Approval of Expansion of Respirator Fit Testing Program**

Rick Hudson advised that the respirator fit testing program was being widely utilized. Boulder City, Elko County, Nye County, Town of Pahrump, Lovelock, Storey County, Pershing County, Eureka County, Churchill County, and White Pine County had utilized the service. The majority of testing is being provided to fire departments.

The committee considered the acquisition of another piece of testing equipment.

Eric Guevin commented that he was concerned that program was being underutilized and that many risk pool members could still be non-compliant with OSHA testing requirements and that the program needs to be targeted at other departments within the counties such as building and grounds, law enforcement and the general improvement districts as well.

Ann Wiswell commented that if another piece of equipment were acquired the committee would need to develop a different means of program delivery as Rick, Craig and Josh are tasked with many responsibilities other than fit-testing.

On motion and second to form a subcommittee to (1) determine the fit testing needs of the members, (2) develop a plan to meet those needs, and (3) develop procedures for the training of testers, maintenance of equipment, and the collection and storage of testing data, the motion carried. Chairman Cash Minor appointed a three person committee of Rick Hudson, Steve West and Eric Guevin to complete the study and make recommendations to the committee.

8. **Action Item: Staff Reports**

- a. **Risk Management Grant Program**
- b. **Loss Control Excellence Program**
- c. **POOL/PACT PRIMA Risk Management Conference**

Ann Wiswell advised that a risk management grant in the amount of \$3325.00 had been approved to fund construction safety training as required by AB148 for Churchill County employees. Geoff Stark commented that it was far more cost effective for the County to bring a trainer out to their location as opposed to sending people to Reno. Seven supervisors will receive the thirty hour training and sixteen county employees will receive the ten hour safety training.

Craig Buchholz advised that six Loss Control Excellence Program recertifications are scheduled to be completed prior to June 2010. Craig commented that the City of Fernley was also considering the program. Craig and Rick will meet with Carson City to discuss the program as Carson City did not recertify in 2009.

Ann Wiswell advised that the PRIMA risk management conference planning was moving along; all session speakers have been confirmed. Seventy three attendees have registered. The target number of registrations is 100. The room block is 60% full. Ann commented

that we need more people from school districts, cities and counties to attend and asked the committee to assist in marketing the conference program.

9. Action Item: Public Comment

Marty Soderberg of Lincoln County school District thanked the committee for approving the risk management grant for the school district.

10. Action Item: Adjournment

On motion and second to adjourn, the meeting adjourned at 12:10. PM.