



**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: October 17, 2005**

1. Roll

The meeting was called to order by Chairman Mike Pennacchio at 11:20 a.m. Doug Smith confirmed that a quorum was present.

- Members present: Mike Pennacchio (IVGID), Claudette Springmeyer (Douglas County), Jeanne Munk (Pershing County), Marilou Walling (Storey County), Dan Newell (Yerington), Cash Minor (Elko County), Mike Rebaleati (Eureka County), Bruce Brooks (Humboldt County),
- Members participating by phone: Leonard Morrow (Mesquite), Steve West (Winnemucca), Linda Bingaman (Carlin), Alan Kalt (Churchill County),
- Members absent: Carson City, City of Elko, Town of Pahrump, Boulder City, Lyon County, Nevada Rural Housing Authority
- Others present (phone or in person): Paul Johnson, Donna Squires, Michael Brown, Deb Connally, Doug Smith, Craig Buchholz, Rick Hudson, Josh Wilson, Wayne Carlson, Ann Wiswell

2. Action Item: Approval of Minutes of Committee Meeting of April 5, 2005.

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

3. Action Item: Approval of New LCEP awards.

Craig reported that Gardnerville Ranchos G.I.D. and Pershing County School District have both met the requirements for the Loss Control Excellence Program (LCEP) certification under the new program. Both entities qualified for four sections of the program, and Craig recommended each of them for a \$1500 award (4 times \$375). On motion and second to approve the recommendations, the motion passed.

4. Action Item: Approval of 2005 LCEP Re-certifications

Rick reported that three entities were audited and recommended for approval for the current year. Pershing County received a score of 90.1, Eureka County a score of 97.2, and Elko

County 92.3. Rick complimented each entity for their hard work and cooperative effort in the recertification process. Upon motion and second to approve all three entities for recertification, the motion carried.

5. Action Item: Approval of 2005-06 Continuation Award

Doug discussed information which had been supplied by City of Mesquite for an LCEP Continuation Award. Upon motion and second that the member be recommended for Continuation Awards, the motion passed.

6. Administrative Reports

a. 2005 Swimming Pool Hazard Assessment and Training Program

Doug reported that the third season of swimming pool inspections was held in July, with nine pools completing the process. Mike Pennacchio and Mike Rebaleati both commented that the inspections were well received by their pool staff, and that reinspections should be planned in the future. Also, since interest was sufficient, Ralph Johnson presented another Pool Operators certification workshop. Doug mentioned that there is already expressed interest for another workshop next summer.

b. Status of Hospital “White Paper” Loss Mitigation Program

Craig reported that the hospital back injury protection program is in place, and that he and Rick will disseminate it to hospital members in coming months.

c. Defensive Driving Training

Ann reported that WNCC is regularly holding four-hour classes and that attendance has been good. Committee members asked that staff continue to contact members, particularly those with bus drivers, in order to communicate the availability of the training classes. Committee members suggested that she send out additional emails and announce the availability of the program at the annual meeting.

d. Bus Driver Training; Bus Rodeos

Ann described a new video training program which she purchased in order to provide school members with driver training for bus drivers. She has already had a number of responses from members requesting access to the videos. Doug also mentioned the possibility of a bus driver rodeo being held at various rural entities beginning next fall, provided there is adequate interest. Some committee members reported that such rodeos are already taking place in some locations around the state. However, staff was directed to explore the matter and bring it back to a future meeting.

e. SkidCar Regional Sites

Wayne reported that the SkidCar program has been instituted in two locations. One location is in Carson City, under the supervision of Post, and the other in Winnemucca.

f. Law Enforcement Training

Ann announced that we have subscribed to the International Chief's of Police National Law Enforcement Policy Center compilation of model policies, which now makes available to our members various police/sheriff policies. The cost to us is actually quite nominal and a number of entities have already asked for access to various policies. Also, an in-service training program will be held in Winnemucca December 12 and 13, with Jack Ryan instructing. About 30 have signed up to date.

g. Wellness Report

Josh reported on his experiences at a Cooper Institute training program held in Dallas, which focused on peace officer fitness. He continues to work with Specialty Health on the pilot program in Churchill County which he outlined last committee meeting, and is also working with POST locally.

h. Status of LC Strategic Goals 2004-2007

The goals were noted, and Doug commented on applicability of various programs underway, being contemplated, or completed in each goal category:

1. Regulatory Compliance
2. Claims Analysis/Systems Development
3. Communication
4. Fraud Prevention
5. Return-to-Work; Transitional Management; Wellness
6. Automobile Accident Prevention
7. Body Mechanics

i. Other

Dan asked whether more could be done for public officials' errors and omissions training, and Wayne brought the committee up to date with the status of workshop presentations to members. Staff continues to present workshops regularly, and also continues to announce their availability to visit member meetings and present customized workshops. Alan suggested the POWER program and ongoing fraud training also are useful resources.

7. Action Item: Bulletin Board Project

Craig obtained pertinent and recent bulletins which pertain to safety and related topics and created a sample bulletin board which he brought to the meeting. He announced his and Rick's intention to take the sample around the state to various members in order to encourage them to obtain and update a similar bulletin board. Committee members suggested he develop an email including digital pictures of the sample to announce the project. It was also suggested that the LCEP continuation awards are a good way for committee members to fund such projects.

8. Action Item: Review Draft of LCEP rewrite

Craig distributed and discussed the draft of a rewrite of the LCEP program. The primary change is to include a new section covering fiscal/fiduciary responsibility and fraud prevention.

Craig and Rick do not plan to audit such functions, as that is the role of qualified financial and audit professionals, but a checklist approach will at least provide one more opportunity to remind members of such issues. Committee members asked that Craig email the new section to them for comments and suggestions.

9. Action Item: Loss Control Training

Craig, Wayne and Doug discussed various training topics and approaches, asking members for feedback relating to online training, regional vs. local training, regularly scheduled vs. ad hoc training, etc. Members did not generally suggest a formal schedule of training, but did suggest member schedules are quite tight, and that training sessions are most successful if limited to one or two hours maximum per session. Mike P. encouraged the development of videos, and Craig reported that a video relating to the care and control of children for non-school entities is being developed. Ann also commented on the status of the video work which is being done with Pershing Broadcasting Company (KKQ14) in Lovelock.

10. Action Item: Loss Control Committee Retreat

Doug reminded members that the loss control committee retreat has been rescheduled for Tuesday, February 14, 2006, at POOL/PACT offices in Carson City. Bob Cullins from UNR will present the NIMS-related workshop including case studies which he has already prepared. Doug stressed the nature of the program is to inform managers and department heads of the issues related to disaster communications and response coordination, and that it is not intended for police/fire professionals (although they are welcome to attend).

11. Action Item: Unitech Safety Supplies Project Introduction

Craig described and circulated a catalog for safety products which are available through a Las Vegas firm called Unitech. The company has a van which they currently drive to various locations around the state in order to allow 'live' purchase of products. Craig feels this may be a viable alternative to catalog ordering for some of our rural members, and said that Unitech is willing to include our members in their current schedule without any obligation. Members asked Craig to obtain more details and to pursue the matter in conjunction with POOL staff.

12. Action Item: Set Date for Next Committee Meeting

The next meeting is scheduled for Tuesday, April 11, 2006, at 10:00 a.m.

13. Public Comment

There was none.

14. Action Item: Adjournment

On motion and second to adjourn, the meeting adjourned at 1:20 p.m.