



**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: March 28, 2006**

**1. Roll**

The meeting was called to order by Chairman Mike Pennacchio at 10:00 a.m. Doug Smith confirmed that a quorum was present.

- Members present: Mike Pennacchio (IVGID), Claudette Springmeyer (Douglas County), Jeanne Munk (Pershing County), C.J. Manthe (Nevada Rural Housing Authority)
- Members participating by phone: Leonard Morrow (Mesquite), Bill Kohbarger (Carlin), Mike Rebaleati (Eureka County), Cash Minor (Elko County), Brenda Willey (Humboldt County), Sylvia Banta (Yerington), Dee Zambetti and John Chase (Boulder City), Debbie Pontius (Pershing County School District)
- Members absent: Carson City, Churchill County, City of Elko, Town of Pahrump, Lyon County, Storey County, City of Winnemucca, Gardnerville Ranchos GID
- Others present (phone or in person): Mike Livermore, Deb Connally, Doug Smith, Craig Buchholz, Rick Hudson, Josh Wilson, Wayne Carlson, Ann Wiswell, Sam Palos

**2. Action Item: Approval of Minutes of Committee Meeting of October 17, 2005.**

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

**3. Action Item: Approval of 2005-06 Loss Control Excellence Program (LCEP) Continuation Awards**

Craig, Doug and representatives of six entities who applied for LCEP continuation awards presented and discussed their applications and projects. Dee invited all members to use the comprehensive safety and health procedures manual which was the end product of the Boulder City project. Sylvia credited Roy McDonald for the development of a safety and training update as well as a defensive driving course which made up the City of Yerington application. Mike P. discussed the cell phone and radio communication use guidelines he developed for IVGID, and also invited other members to use his materials as a starting point if they chose. C.J. of Nevada Rural Housing Authority thanked Rick and Craig for their help over the past year, and noted that fire extinguisher safety training is a good way to create a visible project in

an entity. NRHA also implemented a vehicle policy for all employees and invited SCATS involvement for defensive driver training. The NRHA application was developed by Mary Hammack, Safety Officer. Sheila Dugan, HR Manager at Douglas County submitted an application continuing the theme "Safety is NO Accident!" which they began using two years ago. The primary accomplishment during the past year was an expansion of safety education and awareness, including a brown bag lunch series, safety incentives, and various promotions. Claudette commented that the incentives had worked extremely well to gain involvement of line and staff employees. Brenda of Humboldt County discussed the implementation of a First Aid/CPR Training program which was developed by their Safety Committee. The Training is aimed particularly at employees in Safety Sensitive Positions.

On motion and second to recommend all six entities for LCEP Continuation Award approval by the Board, the motion carried.

#### **4. Action Item: LCEP Recertifications**

Craig reported that there are no new Recertifications to be recommended this spring, but that he and Rick will continue to work with members as their triennial inspections come due.

Doug reminded members of the decisions reached in 2004 relative to recertification requirements, and said that he would mail announcements to members who are due for inspections and recertification applications in the coming year. He also mentioned that Storey County was actually supposed to complete recertification this past year, and that he will place them in 'grace period' status along with four other entities (Boulder City, Douglas County, Lyon County, Town of Pahrump). Doug emphasized that none of the members had missed deadlines themselves, as they had not been notified of their recertification status last year. In fact, this marks the beginning of a formal notification process being put into place.

Mike P. asked staff to include a copy of the written policy or appropriate minutes along with status letters sent to members who receive recertification notice.

#### **5. Administrative Reports**

##### **a. Loss Control Retreat (Feb. 14, 2006)**

Doug circulated sign-in sheets for the emergency preparedness program which was the subject of this years retreat held in Carson City on Feb. 14, 2006. It was attended by 31 individuals, most of whom took the NIMS exam at the end of the day. Feedback which Doug received was quite positive, and Bob Cullins indicated he would be happy to do another program at some time in the future; he has materials established to present Principles of Emergency Management and Emergency Planning.

##### **b. Willis Loss Control Services Tier Chart**

Craig informed members that he and Rick have developed a three-tier service chart for members, with varying degrees of service planned depending on size and complexity of each entity. He stressed that this is a guideline only, and that other services will be available to all members as need arises. However, this chart provides a foundation upon which to build customized plans over time for each member. The chart will be presented and discussed at the Annual Board Meeting in April.

### **c. Thermographic Imaging Project Status**

Craig reported that the thermographic imaging project is on track and that it is no longer a 'pilot' program, but is part of ongoing service to members. Most recent entities inspected were Elko County School District, Lander County, and City of Wells. Craig's focus continues to be older buildings, for the obvious reason that they might be most likely to have wiring problems.

### **d. Status of LCEP revisions**

Craig reported that the LCEP revisions are complete; the only matter remaining will be the revision of the scoring system. The point system used in the past is difficult to apply consistently, and Craig and Rick are leaning toward a pass-fail system. Also, Deb C. and Michael Bertrand will help them develop a section for the 'fiscal controls' item which is being added to the LCEP. This will not entail a fraud audit, but simply a number of steps which might help in fraud prevention. Claudette and Mike R. suggested we might ask for copies of the auditors Sarbanes-Oxley type questions and answers as part of the process.

### **e. Custodian Training**

Rick reported that a custodian training program was developed in response to a request from Paul Johnson of White Pine School District. The program was expected to be a one-hour presentation, but ended up being almost 2 hours due to amount of content. Staff will announce availability of the program at the Annual Board Meeting.

### **f. Wellness Program Report**

Josh reported that he just completed a wellness manual for POST, which runs about 90 pages and has taken a few months to research and write. It is modeled after the Coopers Institute manual, and is quite comprehensive. POST plans to print them, and Josh will offer a 'study' session for using the program intended by the manual to any entities interested. In response to a question by Dee, Josh indicated the focus is public safety, but said he is willing to customize training to any group.

Josh is also going to look into development of a flip-guide similar to the law enforcement product which Craig has distributed widely, and briefly reported on his attendance at a Las Vegas health promotion conference. One primary theme of the conference was 'motivational interviewing,' with intent to help people become motivated to change habits. Josh feels promotion of individual changes is a key to success in the wellness arena.

### **g. Defensive Driver Training**

Ann reported that WNCC is still regularly filling four-hour classes. She continues to inform members of availability, and Craig added that he has already begun discussions with Great Basin to help introduce a similar program for the Elko area. Ann also mentioned that Cecil at Willis Pooling has defensive driving certification and can travel to our entities upon demand.

#### **h. Law Enforcement Training**

Ann noted that Jack Ryan will be presenting three more workshops to our members in the coming months. June in Boulder City is “Civil Liabilities and Risk Management,” September in Carson City is “Ethics in Law Enforcement,” and September in Elko will be “High Speed Pursuit.” The December program in Winnemucca was well attended and by all accounts quite successful.

Policy reviews continue. Ann said the review of Lincoln County was forwarded earlier this month. Also, sexual harassment training is proceeding under the joint auspices of CHRM and POST.

#### **i. PBC Video Project**

Ann reported that the “volunteer orientation” video which is being produced by POOL with the assistance of the Pershing Broadcasting Company and Pershing County School District is nearly done. She particularly acknowledged the Diamond Peak ski teachers and staff for their valuable help and resources. Committee members asked that they be able to preview the video when it is complete.

#### **j. 2006 Swimming Pool Hazard Assessment and Training Program**

Doug reported that he has booked Ralph Johnson for the 2006 inspections. The remaining swimming pools which will be scheduled for inspection include the following: Boulder, Mineral Co., Nye Co. (Gabbs, Beatty, and Amargosa Valley), Tonopah, Storey Co., and Round Mountain. There will likely be a pool operator’s workshop and certification on June 5 in Carson, and, depending on interest, another in Southern Nevada at the end of the inspection trip.

#### **k. 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 various goal categories:

1. Regulatory Compliance – Rick’s comments regarding OSHA requirements for Blood-borne Pathogens training are illustrative of the focus in this area.
2. Claims Analysis/Systems Development – Deb C. will train on the new ASC claims system, and continues to help develop reports for claims analysis.
3. Communication.
4. Fraud Prevention – Craig and Rick are adding a section to the LCEP for fraud-related controls.
5. Return-to-Work; Transitional Management; Wellness – Mike L. confirmed the importance of wellness programs, particularly in the heart-lung arena, and said that he and Jill are doing more training and support of efforts in these areas.
6. Automobile Accident Prevention – Defensive-driver training continues to develop in various formats.
7. Body Mechanics

**1. Other**

Wayne commented briefly on the very positive reaction of the London market, as well as the domestic casualty market, to our loss control and other risk management programs. He highlighted the ongoing importance to our excess insurance marketing.

**6. Action Item: Set Date for Next Committee Meeting**

The next meeting is scheduled for Tuesday, August 29, 2006, at 10:00 a.m.

**7. Public Comment**

There was none.

**8. Action Item: Adjournment**

On motion and second to adjourn, the meeting adjourned at 11:10 p.m.