



**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: September 13, 2006**

1. Roll

The meeting was called to order by Chairman Mike Pennacchio at 10:30 a.m. Doug Smith confirmed that a quorum was present.

- Members present: Mike Pennacchio (IVGID), Claudette Springmeyer (Douglas County), Jeanne Munk (Pershing County), Mike Rebaleati (Eureka County), Roy McDonald (Yerington),
- Members participating by phone: Leonard Morrow (Mesquite), Alan Kalt (Churchill County), Pam Weeldreyer (Pershing County School District), C.J. Manthe (Nevada Rural Housing Authority), Bob Spellberg (Gardner Ranchos GID), Steve West and Eddie Davis (City of Winnemucca),
- Members absent: Boulder City, Carlin, Carson City, Churchill County, City of Elko, Elko County, Humboldt County, Town of Pahrump, Lyon County, Storey County,
- Others present (phone or in person): Mike Tourin, Allison Grant, Mike Livermore, Deb Connally, Doug Smith, Craig Buchholz, Rick Hudson, Josh Wilson, Wayne Carlson, Ann Wiswell, Mitch Brust, Monua Cary

2. Action Item: Approval of Minutes of Committee Meeting of March 28, 2006.

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

3. Administrative Reports

a. PBC Video Project (To be previewed at 10:00 am)

A number of committee members previewed the video produced by POOL/PACT and the Pershing Broadcasting Co. (PBC). PBC is a project station run by the Pershing Schools for their students. The video provides 10 rules/suggestions for volunteers who work with children in our member entities, and was received favorably by committee members. Ann said that copies will be made of the final product soon, and we will

advise members when they are available for use. The suggestion was made that we show the video at our annual meeting next April.

b. Status of LCEP revisions

Craig confirmed that fiscal controls will be added to the LCEP assessments, and that the Human Resources section had been expanded. The total assessment items are now 160. Mike P. recalled that the original LCEP consisted of only 90 items.

c. Wellness Program Report

Josh reported that he has had good feedback from Boulder City, the first entity to use the Wellness Manual he introduced last spring. POST continuing education credits are pending for use of the Manual in training. He will be happy to meet with member entities to discuss the Manual and welcomes assistance of liaisons in coordinating such meetings. He also mentioned the Specialty Health cardiac program is continuing; Mike Tourin is personally involved with it and was quite complimentary. Wayne mentioned that the Berkeley Heart program is being added to the Churchill County project, and that behavior/motivation aspects have also been added. Lyon County is being set up for the Cardiac Wellness program at this time as well.

d. Defensive Driving Courses

Ann confirmed that the various defensive driving projects continue underway. Craig commented that he has also been in touch with Elko, who will also likely develop a three-part program in the coming months. Bob added that Cecil (of Willis) will become certified to 'train-the-trainer' for defensive driving courses, and that he will then train Craig and Rick to run the course. Wayne mentioned that we are considering a number of new simulators for training of police, school bus drivers, etc.

e. Law Enforcement Training (incl. Firearms Simulations & Skidcar)

Ann reported that Jack Ryan of PATC was presenting civil liability workshops in Carson City (53 attending, 39 from Carson) currently and Elko (42 registered) later in the week. She has had excellent feedback and attendance at all programs, with interest in more programs being offered in the near future. Winnemucca (last year) and Boulder (June of this year) had training programs previously. She is also receiving good feedback from the policy assistance we have provided members, and is quite optimistic that the Model Operations Manual and related training sessions will be well received as well.

Craig said that Mark Fogerty in Tennessee is working with about 60 public agencies on "meth lab" risk management, and that we should benefit from their experience beginning sometime next spring.

f. Thermographic Imaging

Craig reported that United Spectrographic will conclude work in Elko this fall, and may connect with other agencies depending on their travel schedule. He reminded members that Boiler Re still provides us with five free days each year, and that we fund an

additional five days; Craig feels this is a very worthwhile project, providing a resource which would otherwise be unavailable or cost prohibitive.

g. 2006 Swimming Pool Hazard Assessment and Training Program

Doug reported that swim pool assessments had been completed in: Gabbs, Mineral County, Beatty, Round Mountain, Storey County, Tonopah, Pershing County and Churchill County. The latter two were reinspections, completing the cycle which began in 2003. Also, Ralph Johnson completed a Pool Operators Course in Yerington with over 20 participants.

h. Status of Loss Control 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
2. Claims Analysis/Systems Development – Mike L. said that the new CS Starr system will be online Nov. 1, and that the goal will be to train members to access their own loss information. 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
6. Automobile Accident Prevention – Defensive-driver training continues to develop in various formats.
7. Body Mechanics

i. United Educators Resources

Ann has served as the liaison with our new excess/reinsurance insurer, United Educators and reported that a number of activities are underway or available. Mitch confirmed that Bob Baird of UE will be here Oct. 4 to work with CHRM staff, particularly as relates to sexual molestation prevention in schools, and will present to some schools as well. A member portal is available for school pools on the UE website. Risk management bulletins aimed at schools are published regularly and will be sent to members. A schools transportation manual is available. A 'Gym to Jury' newsletter may be of interest to some of our members. Ann advised that much of the UE resource information will go into our website.

j. Inspections/Recommendations and Notice Issues

Doug mentioned that claims and legal counsel suggested that recommendations for risk control be followed up in order that adequate defense trails for members be developed in case lawsuits related to the recommendations evolve. This concern is particularly related to the 'failure to inspect' defense. Member consensus was that staff should follow up and copy liaisons as well. It was agreed that staff should not become the 'folks with the hammer' generally, but that staff can help members understand the significance of the recommendations. Committee members who also act as liaisons

suggested that discussions with elected officials regarding the recommendations may often be needed, and that POOL/PACT staff might help with that on occasion. It was also suggested that Craig and Rick can coordinate the follow up and recognize when a good job is done as well. Bob asked Craig to check with other pools to see what they do in this regard. Members suggested staff copy liaisons and safety committees as well, particularly when recommendations deal with a semi-independent area such as a swimming pool.

k. Online Training & Website Update

Ann announced that she was going to demonstrate the new website, which is being launched now, at the executive committee meeting following this meeting and invited interested parties to attend. She plans to incorporate some online training as well.

l. Handy Cone Pilot Project

Rick demonstrated a sample Handy Cone and discussed a pilot project with Carson City which is beginning as soon as supplies arrive. Rick will coordinate the project with Tony Baker, and will report on the results at the next loss control meeting. If successful, a demonstration of the items is planned at the annual meeting.

m. Other

Bob introduced new Willis Pooling staff member Monua Cary, announced that he and his staff have expanded and remodeled their offices, stressed their desire to increase communications internally between various Willis parties involved with POOL/PACT, and noted that titles of staff members will be changed to more accurately reflect their risk management responsibilities.

Doug asked members to consider needs for Spanish interpretation/presentations relating to safety training. He said the issue arose recently when Rick was providing custodial training, and suggested we could discuss POOL/PACT involvement in this area at our next meeting.

4. Action Item: Approval of 2006 Loss Control Excellence Program (LCEP) Award

Craig recommended approval of Elko County School District for the Loss Control Excellence award and asked that the committee recommend them for approval at the annual meeting. Upon motion and second to so recommend the District, the motion passed.

5. Action Item: LCEP Recertifications

Craig recommended approval of two members for LCEP re-certification at the annual meeting. Boulder City passed the assessment with a 100% compliance record, and the Town of Pahrump also did an excellent job this year. Craig noted that Pahrump struggled to comply when they initially attempted to qualify three years ago, but that safety and loss control is now everywhere in their organization. He felt it was unusual to see such a broad expansion of risk management culture throughout an organization in such a short period of time.

Upon motion and second to recommend the two members for re-certification, the motion passed.

Craig also nominated Pershing County School District for Continuation Award approval. He outlined three components to their application: a one-day safety training program just prior to school beginning this fall, completion of a crisis protocol manual, and mentoring of Lincoln County School District. On motion and second to recommend a Continuation Award for PCSD, the motion passed.

6. Action Item: New Services/Projects

A number of projects and services were considered by the committee for future implementation as part of the risk control efforts.

The committee recommended staff order a fire extinguisher training system at a cost of approximately \$5000 for use by Rick and Craig initially, with possible use by members in the future. It is planned that the system will be demonstrated at the next LC committee meeting.

Dog-bite safety cards will be ordered for possible circulation among police and animal control officers. A new video is also available from the distributors of the safety cards which may be ordered as well.

Upon motion and second to order noise dosimeters for audiometric testing at a cost of approximately \$8000, provided staff feels the expenditure is worthwhile upon further investigation by Rick, the motion carried. Rick said that Carson City would like to be involved in this pilot as well.

7. Action Item: Set Date for Next Committee Meeting

The next meeting is scheduled for Tuesday, March 27, 2007, at 10:00 a.m.

8. Public Comment

Wayne reminded members that the Nevada Insurance Education Foundation has awards available to support staff from member entities who complete risk management designations.

9. Action Item: Adjournment

On motion and second to adjourn, the meeting adjourned at 12:00 noon.