



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 26, 2009**

1. Roll

The meeting was called to order by Chairman Cash Minor at 10:30 a.m. Ann Wiswell confirmed that a quorum was present.

- Members present: Chairman Cash Minor (Elko County), Roy McDonald (City of Yerington), Judi Benvenuto (Battle Mountain Hospital), Eric Guevin (Storey County), Steve West (City of Winnemucca), Mike Pennacchio (IVGID), Jeff Zander (Elko County School District)
- Ex-Officio Members and others present: Ann Wiswell, Rick Hudson, Craig Buchholz, Pam Munk (Pershing County), Donna Squires, Debbie Connally

2. Action Item: Approval of Minutes of Committee Meeting of February 13, 2009

Mike Pennacchio noted that the adjournment time needed to be corrected. On motion and second to approve the minutes with amendments, the motion carried.

3. Action Item: Approve MSDS Online web services proposal

Justin Hypes of MSDS Online gave a presentation on MSDS Webpliance and demonstrated how access to the online library of Material Safety Data Sheets would be integrated into the POOL/PACT website. Upon motion and second to approve the proposed three year contract at \$7500.00 a year, the contract was approved.

4. Action Item: Approve Loss Control Excellence Program updates:

- a. City of Elko
- b. Elko County
- c. Eureka County
- d. Pershing County
- e. Pershing County School District
- f. Gardnerville Ranchos General Improvement District

Craig Buchholz and Rick Hudson reported on the status of the six members who are requalifying for the Loss Control Excellence Program by May 2009. Craig advised that Gardnerville Ranchos GID completed the audit on May 25th. Pershing County School District and City of Elko were scheduled for the next week. Rick advised Elko County was complete, and Eureka County as well as Pershing County are in the process and will be completed by mid-April.

Ann advised that the Nevada Rural Housing Authority had contacted her regarding a continuation award.

Upon motion and second to approve the continuation awards for Gardnerville Ranchos General Improvement District and Elko County were approved.

5. Staff Reports:

- a. Risk Management Grant Program**
- b. Emergency Planning Exercises**
- c. Respirator Fit Testing Program**

Ann advised that the grant program continues to be utilized by the membership. Since inception of the program in 2008, \$110,648.94 has been awarded in grant monies.

Craig advised that he will be coordinating four table top exercises for Tahoe Douglas Sanitation District, Mineral County School District, City of Winnemucca, and Battle Mountain General Hospital. The scope of services will be finalized with Continuity First and the dates for program delivery established by mid-April.

Rick advised that the Respirator Fit Testing Program has been very well received. He estimated that between Nye County and Storey County the program had likely saved the members over \$15,000 in testing fees. The program is being utilized primarily by fire districts, but he anticipates that other types of entities will take advantage of the program as they become informed about OSHA requirements. Cash asked about purchasing a second tester, and Ann advised that the committee could measure the utilization and consider siting another Porta Fit tester in Nye County in 2010.

6. Action Item: Review, Amend and Adopt Loss Control Strategic Plan 2009-2012

Ann reviewed the Loss Control Strategic Plan that runs from 2007-2010 and recommended that the plan be updated to run concurrently with the POOL/PACT Strategic Plan that runs from 2009-2012. Ann reviewed the broad objectives and specific action plans that the Committee had established which included the following:

- OSHA and ADA Compliance
- E-Learning Curriculum Development
- Emergency Planning
- Continued Focus on Enhancing POOL/PACT Member Communication
- Claims Analysis/Benchmarking
- Formalized Injury Management Programs

- Wellness/Body Mechanics
- Auto/Driver Safety training
- LCEP Administration
- Grant Program Administration

The Committee further discussed the specific action plans that support these objectives and the completion dates. Two additions were made to the plan:

1. Under LCEP, the Committee appointed a subcommittee of Craig Buchholz, Roy McDonald, Cash Minor and Jeff Zander to reevaluate the Loss Control Excellence Plan structure, award levels, continuation awards and member communications/marketing. The sub-committee will bring recommendations back to the full committee for 2009 program revisions.
2. Under Auto/Driver Safety, the Committee added an action plan for 2010 to evaluate online MVR services.

Upon motion and second to amend and approve the Loss Control Strategic Plan for 2009-2012, the motion carried.

7. Action Item: Appoint Risk Management Conference Planning Committee members

Mike Pennacchio, Pam Munk, Jeff Zander, Cash Minor and Craig Buchholz volunteered to sit on the planning committee.

8. Action Item: Public Comment

None

9. Action Item: Adjournment

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