



**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: September 12, 2007**

1. Roll

The meeting was called to order by Chairman Mike Pennacchio at 12:00 p.m. Ann Wiswell confirmed that a quorum was present.

- Members present: Mike Pennacchio (IVGID), Claudette Springmeyer (Douglas County), Nancy Medford (Battle Mountain Hospital), Roy McDonald (Yerington), Eric Guevin (Storey County), Curtis Calder, City of Elko,
- Members participating by phone: Mike Rebaleati (Eureka County) Jeff Zander, (Elko County School District), Mike Callahan, (City of Mesquite), Steve West (City of Winnemucca), Debbie Pontius (Pershing County School District), Tim Inch (Boulder City), Bill Kohbarger (City of Carlin)
- Members absent: Carson City, Churchill County, Elko County, Humboldt County, Town of Pahrump, Lyon County, Gardnerville Ranchos GID,
- Others present (phone or in person): Marilou Walling, Paul Johnson, Deb Connally, Doug Smith, Craig Buchholz, Rick Hudson, Wayne Carlson, Ann Wiswell, Mitch Brust

2. Action Item: Approval of Minutes of Committee Meeting of March 6, 2007.

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

3. Administrative Reports

a. Willis Loss Control Report

Craig Buchholz reported that he and Rick Hudson had provided fire extinguisher training to Mt. Grant General Hospital, White Pine School District, White Pine County, the City of Ely and Pershing School District. The program is very well received and members are encouraged to contact either Craig or Rick to schedule fire extinguisher training for their employees.

Rick is providing Bloodborne Pathogen training at Douglas County. He is also delivering two other courses; Coaching the Inexperienced Vehicle Operator and Injury Management Coaching.

Craig and Rick will be attending a variety of emergency and disaster preparedness training during the last quarter of 2007.

b. Training Report

Ann Wiswell reported that the e-learning program development continues. The new e-learning portal will be operational on 11/01/07. The new website will include the Moodle LMS. Information will be sent to the members in the month of October about the changes. A workshop was held at the loss control retreat on course development, and the group there expressed interest in Back Safety, General Safety and Slips, Trips and Falls. Ann noted that Willis was supporting POOL/PACT e-learning course development with materials relating to safety related training.

United Educators is hosting a free teleconference round table for school district members on October 24th titled "What's New in Employee Retaliation Claims".

The pool hosted three school in-service training seminars during the month of August for Pershing County, Lyon County and Elko County schools districts. The training was presented by Bill Berard of McGrath Training Systems. Mr. Berard is an attorney who specializes in educational liability. The training seminars included Bullying Awareness, Athletic Program Liability and Bullying Complaint Intake and Investigations.

Similar training programs targeted at educational liability are being scheduled for 2008 and Ann is working with the Department of Ed. on coordinating these efforts.

Law Enforcement training workshops addressing constitutional rights and policies and procedures are also being coordinated for 2008. Ann is also conducting a needs analysis relating to training for dispatchers.

Ann noted that there was also several MECC Webinars, and that information relating to those were on the POOL/PACT website on the home page.

c. 2007 Swimming Pool Hazard Assessment and Training Program

Ann Wiswell reported that Ralph Johnson of Professional Aquatic Consultants Int'l inspected four swimming pools in the Southern Nevada region during the summer of 2007. A one day certified swimming pool operators course was hosted by Boulder City. Ann thanked Boulder City for the use of their facilities.

The inspections continue to reveal relevant loss control issues including code compliance, OSHA compliance and general safety hazards. Mr. Johnson was pleased to note that many of the recommendations he made at swimming pools that were inspected four years ago were implemented, but some still needed attention.

The most common finding was a lack of sufficient lifesaving equipment at pool side. Mr. Johnson is assisting Ann in the development of a Risk Management Bulletin relating to current life guarding standards of care.

d. Wellness Program Report

Craig Buchholz reported that Josh has been working with Sierra Fire Protection and Central Lyon Fire District to develop Physical Fitness Standards and Physical Ability Standards. Claudette also commented that Josh was attending the Douglas County Health Fair that day.

e. Loss Control Excellence Program Status

Doug Smith reviewed the entities that are up for review in 2007-08. He also explained that City of Elko was approved a year early and technically had until 2009 to recertify. Incline Village GID, City of Mesquite, City of Winnemucca, City of Yerington and Nevada Rural Housing Authority are scheduled to renew in 2007-08, but will not risk loss of program status until July 2009.

The following must complete recertification by May 08, 2008: City of Carlin, Carson City, Churchill County, Humboldt County, Storey County.

f. Retreat Report

Ann Wiswell reported the Loss Control Retreat was held at the Postal Palace in Ely, NV on July 25th – 27th. In addition to committee members, several POOL/PACT members who do not serve on the committee were also in attendance. Their participation was greatly appreciated. Even though several people were unable to attend, there was excellent member participation at this event.

July 25th

People arriving early for the retreat participated in fire extinguisher safety training. Approximately fifteen people were given the opportunity to safely operate an extinguisher.

July 26th

Doug Smith began the retreat by reviewing the committee's strategic plan from 2003. Seven goals were established by the committee in 2003 and the objectives that supported those goals were reviewed for the benefit of the audience. The program that followed was focused on Workers Compensation program strategies and administration of the new Risk Management Grant Program.

After Doug concluded the program introduction, the first speaker was introduced. Dennis Chandler is an injury management consultant who has developed over 300 formalized return to work programs for public entities all over the western United States. He has worked with the City of Reno, Las Vegas, Las Vegas Metro Police Department, City of Henderson, North Las Vegas and many others to create unique programs that assist agencies in reducing workers compensation program costs. The

presentation lasted approximately two and half hours, and covered the following key concepts:

- Findings from the PERI Day of the Injury Study conducted on behalf of the SIA pool in California
- The cost of late reporting
- Implementing Day of the Injury processes
- Nurse First Call Services
- Transitional or Temporary work assignments (TWA)

There was significant interest on the part of the audience, and Mr. Chandler fielded many questions relating to these concepts. Through Q&A participants became aware of some of the processes at work in their entities, including but not limited to:

- Not all members report all incidents to ASC.
- Some entities have formalized orientation processes for new hires that inform the employee of injury reporting process; others do not.
- In some cases, agencies rely on EMT's to respond to injuries. The EMT's are financially motivated to take the employee to the hospital as they are "paid by the run". This may result in increased medical costs resulting from unnecessary hospital visits.

Several resources were noted including PERI's Day One Resource Manual now available in the POOL/PACT Member Resource Library online at www.poolpact.com. Also noted for further investigation was a database of pre-established temporary work assignments available online for a low cost.

This presentation was followed by a presentation made by Bob Baird of United Educators (UE). UE also offers a risk management grant program to it's membership. Mr. Baird was able to offer their experience relating to the administration of the UE grant program. Mr. Baird outlined UE's approved grant uses, their grant application, and described the overall process. He then broke the audience up into three discussion groups and had them brainstorm on three questions:

- 1. Who can participate in the grant program? All members or only members who have been with the pool a certain period of time or contribute a minimum annual assessment?**
- 2. What are some suggestions for the committee to consider for pre-approval of grant applications?**
- 3. Is \$5,000 an appropriate dollar amount to be pre-approved without committee review?**

The following summarizes the feedback received from the membership in attendance:

1. Who can participate in the grant program? All members or only members who have been with the pool a certain period of time or contribute a minimum annual assessment?

There was unanimous agreement that all members should be able to participate in the grant program regardless of the size of their entity or what amount they contribute to the pool. Several members noted that the smaller agencies may be the ones who need this the most. Others suggested that there be a weighting system for grant applications based on need and necessity, but still, that all members be allowed to apply.

2. What are some suggestions for the committee to consider for pre-approval of grant use?

Members suggested a wide variety of potential grant uses:

- Emergency Management Exercises (table top drills, etc.)
- Pre-Employment and Post Accident Drug Screening
- Risk Management Training
- Personal Protective Equipment
- Risk Management Equipment
- Risk Management Training Materials
- Risk Management Incentive Rewards
- Funding for Communication System Interoperability
- Wellness Equipment
- Risk Management Consulting fees
- Upgrading Equipment
- Risk Management related signage – OSHA posters, warning signs, etc..
- Safety Committee Incentives
- Scholarships
- Start up expenses associated with creating a risk management program – paying someone's extra hours

The members also felt it was important to have staff refer applications that requested grant funds for other uses to be reviewed by the Committee as this would help POOL/PACT build the list over time.

3. Is \$5,000 an appropriate dollar amount to be pre-approved without committee review?

The groups were asked to consider the suggested uses of the grant monies when thinking about this dollar amount, as the amount should be sufficient to meet those needs. The three groups offered these suggestions:

1. Pre-approved limit for staff to fund a grant should be \$10,000 with the Loss Control Committee reviewing applications for amounts over \$10,000.

2. Pre-approved limit for staff to fund a grant should be \$10,000 with full board reviewing applications for amounts over \$10,000. We note that the full board voted in April to assign administration of the grant program to the Loss Control Committee, and some of those in attendance at this retreat may not have been aware of this.
3. Pre-approved limit of \$2,000 with a requirement for fund matching over that amount.

Following the grant workshop, Ann Wiswell conducted a workshop on e-learning. A brief presentation lasting about fifteen minutes was given relating to e-learning, and then a list of potential e-learning topics was passed out to the groups.

Each group was asked to evaluate the topics and advise if there were other topics they would suggest and in what order they rank those topics in terms of meaningfulness to their training programs. The first topic area discussed was Workplace Safety, and the top three topics were:

- Back Safety
- General Safety Training
- Slips Trips and Falls

Other requests under Workplace Safety included:

- Workers Compensation Rights & Responsibilities (OSHA requirement – statutory training)
- Confined Space
- Electrical Safety
- Swimming Pool Safety
- Emergency Planning
- Defensible Space

The groups then discussed Transportation and Health topics. The top two for Transportation were:

- Buses & 15 Passenger Vans
- ADA transportation

4. Action Item: Adoption of Grant Administration Guidelines

On motion and second to approve the Grant Administration Guidelines as described by Ann Wiswell and summarized in the Loss Control Retreat Notes, the motion carried. The Guidelines are as follows:

- Participation open to all members
- Pre-approved limit for staff to fund a grant is \$10,000 with the Loss Control Committee reviewing applications for amounts over \$10,000.

- Grant use to include a variety of risk management expenses; any expense not clearly falling within the realm of risk management to be referred to the committee for review.

5. Action Item: Adoption of Loss Control Strategic Goals 2007-2010

Doug Smith reviewed the workshop held on loss control activities in Ely. The primary goals discussed for 2007-2010 are as follows:

ADA Compliance
E-Learning
Enhanced Member Communications
Claims Analysis/Benchmarking
Formalized Injury Management Practices; Return to Work, Transitional Work Assignment, Nurse First call, etc..
Auto/Driver Safety
Risk Management Grant Administration
Emergency Planning

Discussion followed. Eric Guevin commented that he would encourage POOL/PACT to see what the Department of Emergency Management has to offer. Eric stated that as an emergency planner, he is aware of many resources that are available, and POOL/PACT should be careful not to duplicate efforts in the area of emergency planning. He encouraged POOL/PACT to focus efforts on the families of first responders, an area often overlooked by emergency planners. Claudette Springmeyer commented that much of the emergency planning training required by various federal grant programs is available on the internet.

On motion and second to approve the Three Year Strategic Goals of the Loss Control Committee, the motion carried.

6. Action Item Loss Control Committee Structure and Quorum Requirements

Mike Pennacchio explained that due to the size of the Loss Control Committee it was becoming difficult to get all voting members to attend meetings and draw a quorum. Doug Smith indicated that loss control committee members need to be able to commit to attend to three out of the quarterly meetings each year, and that staff would like to see the voting committee reduced to a structure similar to the Executive Committee to ensure quorum. Wayne Carlson suggested that there also be alternate voting members.

Mike Callahan indicated that he would commit to teleconference participation; he wasn't overly concerned about whether or not he could vote, but that he would like to be able to continue to participate. Debbie Pontius echoed this sentiment.

Roy McDonald indicated that he has attended a number of meetings, and often sees the lack of quorum. He stated that this makes it difficult for staff to do their job, and that the committee needs to look carefully at this commitment and how many votes should be necessary to take action.

Mike Pennacchio made a motion that staff query the existing committee members to determine who could make such a commitment, and that the Executive Committee then appoint seven voting members in the following format:

Two county representatives
Two city representatives
One special district representative
One hospital representative
One member at large

7. Action Item: Set Date for Next Committee Meeting

A tentative date of November 7th was set to concur with the next Executive Committee meeting.

8. Public Comment

Doug Smith announced that he would be reducing his time spent on loss control duties and focusing more of his work on captive management. Ann Wiswell has been assuming many of his loss control duties over the past year.

9. Action Item: Adjournment

On motion and second to adjourn, the meeting adjourned at 1:30 p.m.