



**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 6, 2007**

1. Roll

The meeting was called to order by Chairman Mike Pennacchio at 8:30 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), C.J. Manthe (Nevada Rural Housing Authority), Eric Guevin (Storey County)
- Members participating by phone: Dee Zambetti (Boulder City), Brenda Willey (Humboldt County), Steve West (City of Winnemucca)
- Members absent: Carlin, Carson City, Churchill County, City of Elko, Elko County, Town of Pahrump, Lyon County, Mesquite, Pershing County School District, Gardnerville Ranchos GID,
- Others present (phone or in person): Paul Johnson, Mike Livermore, Deb Connally, Doug Smith, Craig Buchholz, Rick Hudson, Josh Wilson, Wayne Carlson, Ann Wiswell, Mitch Brust

2. Action Item: Approval of Minutes of Committee Meeting of Sept. 13, 2007.

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

3. Administrative Reports

a. Wellness Program Report

Josh reported that the Specialty Health cardiac program is continuing and additional fire districts are expressing interest in the program. He also mentioned that we have revisited a portable or condition-specific health feedback system such as TRALE, but are not yet satisfied as to a cost-effective approach. Claudette suggested contacts for further exploration with Douglas County area firefighters.

b. Defensive Driving Courses

Ann reported that the WNCC defensive driving program continues and that the spring schedule is available on our website. Rick said that he completed the DDCR certification with the National Safety Council in December, which qualifies him to teach a respected four-hour course. Police and Fire Driving Training courses are also available and seem effective.

c. Law Enforcement Training Program

Ann discussed the Law Enforcement Policies training and review that has been taking place, including a policy review committee meeting in Pahrump. Jack Ryan of Public Agency Training Council (PATC) has been working with Ann and our law enforcement departments to provide training from a number of perspectives. Ryan also spoke at our Litigation Committee meeting last Friday (March 2).

d. Thermographic Imaging

Craig reported that projects for Sun Valley GID and Douglas County have been completed, and that a variety of applications of the process are being explored; he asked that entities desiring to “fill slots” get in touch with him as soon as possible.

e. 2007 Swimming Pool Hazard Assessment and Training Program

Doug confirmed that inspections and training for swimming pools is scheduled again this June; a Pool Operators Course is planned as well. This years’ focus will be on Southern Nevada.

f. Status of Loss Control Strategic Goals 2004-2007

The goals were noted, and Doug commented that they will be reworked at some point during the retreat in July of this year:

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

g. United Educators Resources

Ann advised that much of the UE resource information, including access to their newsletter, is now available on our website. Sexual Misconduct training was presented by Bob Baird last fall. Other training is planned this year.

h. Inspections/Recommendations and Notice Issues

Wayne reported that at the latest Litigation Committee Meeting, Craig and Dan Hamlin of ASC (Claims) ‘debated’ the issue of inspecting/reporting as opposed to use of the defense ‘failure to inspect.’ He concluded that our goal should be to stop losses from occurring, rather than creating defense under all conditions, which means we must press members to respond to hazards once identified and particularly if put in writing. Craig said that he and Rick plan to place more focus on follow-up work and remediation, as possible.

i. Online Training & Website Update

Ann reported that web resources continue to develop, with CHRM having installed two online training programs (demonstrated later in the program) and Ann one for Law Enforcement (strip-searches). Next planned is a segment dealing with public officials liability including open meeting laws. Ann attended an “e-learning” program last month, and suggested we consider including a discussion of our long-term goals during the retreat. She said we have had over 160 users log on to the site. Wayne suggested we might use the space available for members to post ‘accomplishments’ for exhibiting LCEP Continuation Projects.

j. Handy Cone Pilot Project

Rick reported that the handy cones he demonstrated last meeting were delivered to Carson City and were received very positively. Tony Baker said they were very successful, particularly in the Court House and building/maintenance department. Paul Johnson expressed interest in using them in White Pine Schools; Rick agreed to follow up with Paul. Mike Pennacchio suggested we explore a “group purchase” project during the Annual Meeting.

k. Fire Extinguisher Training System

Craig told members that the system was in and had been tested in January at the POOL/PACT offices in Carson City. It is a propane and compressed air system, and Craig discussed a number of possible opportunities for demonstrations. He plans to go to Ely a day ahead of the retreat to allow members in that region to use the system, and will also set it up late Wednesday for early retreat arrivals to experience.

l. Noise Dosimeters and Audiometric Testing

Rick reported that Doug and he discussed purchase of a dosimeter kit, and decided to lease it instead. Again Carson City agreed to be the guinea pig for the project, and seemed quite pleased with the results. Eureka County and Humboldt County have expressed interest as well. Leasing probably makes sense unless demand becomes great for these items, as maintenance and calibration are issues. Maintenance alone costs around \$1500 per year, according to Rick’s discussions with vendors.

m. Silver State Governors Safety Conference - June 12-14

Doug mentioned that two members have already applied for tuition scholarships for the Governors Safety Conference in June at Harrah’s in Reno. Tuition is \$200 per person, and members were encouraged to send safety personnel to the conference.

n. Other

Wayne and Paul discussed an Information Technology Disaster Preparedness technique introduced to them by a Las Vegas company called “Connecting Point.” The products involved are quite technical, but basically protect entities from lost computer back-up during a disaster. White Pine Schools purchased the system at a cost of about \$60,000, and various members were quite interested in hearing more about the program. It was determined that staff will prepare a demonstration (using Power Point) for members who attend the July retreat. Roy expressed concerns about existing back-up systems and felt members should seriously entertain such a product.

4. Action Item: Approval of 2006-7 Loss Control Excellence Program (LCEP) Award

Rick recommended approval of Battle Mountain General Hospital for the Loss Control Excellence award and asked that the committee recommend them for approval at the annual meeting. He particularly noted the efforts of Joe Hill, Safety Coordinator, for communications internally relating to LCEP compliance. Upon motion and second to so recommend the District, the motion passed.

5. Action Item: LCEP Re-certifications and Continuation Awards

Rick recommended approval of two members for LCEP re-certification at the annual meeting. Douglas County passed the assessment with ‘flying colors,’ and Lyon County also did an excellent job with compliance.

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

Five members were considered for Continuation Awards, and all had a staff person available in person or by phone to describe their projects. Roy reported that Yerington had playground inspections some time ago and have now completed compliance with all recommendations, a lengthy and time-consuming task but quite worthwhile. CJ said that NRHA has some 1600 families per month involved in their programs, and that Workplace Violence Awareness Training was presented to employees and was well received. Jeanne described a ‘bird flu’ pamphlet and training developed by Pershing County, and offered to make it available to other members as desired. Brenda reported that Humboldt County purchased and placed AEDs in various facilities, then had the local hospital provide training. Mike (IVGID) developed an extensive Glossary of Risk Management terms, among other things, for their entity use but also invited other members to use the template.

On motion and second to recommend a Continuation Award for each of the five members, in each case the motions passed unanimously.

6. Action Item: New Services/Projects to Consider

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

Dog-bite safety cards were ordered for circulation among police and animal control officers. Members were encouraged to take samples back to their offices, and/or to contact Craig or Rick if more would be desired. If useful, the committee will consider ordering more.

A grant program will be considered for proposal to the Executive Committee, who in turn may recommend adoption to the members at the Annual Meeting in April. This might involve in-house certifications, among other projects.

Doug introduced a new alternative to our video library, which would entail annual membership with a video rental firm. Rick was familiar with the program, and felt it would help us keep our video selection more current and probably would not be more costly. Doug was encouraged to try it for a year or two.

7. Action Item: Retreat Planning – Ely, July 18-20

Doug reminded members that the next Loss Control Committee Retreat has been scheduled to be held in Ely, Nevada July 18-20, 2007. Those attending will be encouraged to arrive Wednesday evening, but the program will begin Thursday morning at 8:00 am. The retreat will end late Friday morning, with likelihood of box lunches provided to allow members an early start home. As the three-year strategic goals expire this year, Doug said that at least a portion of the program will be devoted to development of goals for 2007-2010. He, Ann and Mike P. will formalize the agenda in the next month or so, and Deb will begin to arrange logistics.

8. Action Item: Online Training Needs and Delivery Discussion

Mitch and Stacey from CHRM demonstrated one of their online training programs briefly, and Ann reiterated that staff needs input from members as to long-term e-learning needs. As noted earlier, this will be a subject of discussion at the retreat in July.

9. Action Item: Set Date for Next Committee Meeting

The next meeting is scheduled for Thursday, July 19, 2007, at 3:00 p.m. in Ely, during the Loss Control Retreat.

10. Public Comment

Jeanne announced she will be resigning from her responsibilities as safety coordinator for Pershing County on April 2, and thanked the committee for their help and support during her tenure. Committee members wished Jeanne well, and noted their appreciation for her support of the committee mission and goals.

11. Action Item: Adjournment

On motion and second to adjourn, the meeting adjourned at 10:30 a.m.