



**Nevada Public Agency Insurance
Pool
Public Agency Compensation Trust**

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**MINUTES FOR THE LOSS CONTROL COMMITTEE OF
NEVADA PUBLIC AGENCY INSURANCE POOL AND PUBLIC AGENCY COMPENSATION TRUST**

DATE: July 13, 2023

TIME: 9:00 A.M. to 11:00 A.M.

LOCATION:

(1) In-person: Incline Village General Improvement District Office, 955 Fairway Blvd,
Incline Village, NV 89451

(2) Online: Zoom Meeting:

<https://us02web.zoom.us/j/84169667771?pwd=TFVnQ1Ewb3dQc1hEbVh6Wlp2ekh4UT09&from=addon>

Meeting ID: 841 6966 7771

Passcode: 775500

Phone (669) 900-6833

MINUTES

1. Roll

- a. Curtis Trujillo, Dan Murphy, Paul Sikora, Alicia Heiser, Geof Stark, Darin Wagner, Margaret Malzahn, Donna Squires, Julie Davis, Chris Lawrence, Alyssa Burke, Madison Aviles, Marshall Smith, Jarrod Hickman, Wayne Carlson, Sean Moyle, Jennifer Turner

2. Public Comment

- a. Chairman Dan Murphy thanked Curtis for hosting the meeting in Incline.

3. FOR POSSIBLE ACTION: Approval of the Minutes of Committee Meeting of November 2, 2022

- a. Alicia Heiser made a motion to approve, Darin Wagner seconded, motion passed.

4. **For Discussion:** Highlights/Happenings in Incline Village General Improvement District, by Member Curtis Trujillo
 - a. IVGID will be participating in an emergency drill with multiple agencies. The objective of this drill is to familiarize the residents with the evacuation plan. Curtis also shared that Nevada Energy is replacing several poles from wood to metal, during this project, NV Energy will be using IVGID property to store their equipment. IVGID is expanding their beach house and skate park, as well as replacing the main sewer pump station and water line.

5. **For Discussion: Risk Management Activity Report**

A. **Webinars/Seminars/Training Since Last Meeting**

1. **Occupational Safety:** Jarrod Hickman provided a review of Occupation Safety services provided since last meeting.
2. **School Safety:** Digital Threat Assessment Training (04/29/2023): Jarrod Hickman explained a little bit about the DTA that took place in Fallon in April. This training was done in conjunction with Nevada Association of School Boards (NASB), Nevada Association of Superintendents, and the training was presented by Safer Schools Together.
3. **Aquatics:** Jarrod Hickman stated that we are wrapping up all the Aquatic Assessments that took place this year. Marshall commented on the Aquatic Risk Management seminar that took place in Winnemucca; the seminar was very well done, there was good participation. POOL/PACT is now working on putting together a POOL Administrators Working Group (much like NDAWG); this is a peer group for POOL members and the group will meet quarterly.
4. **Fiscal Controls:** Jarrod Hickman noted all the financial trainings Alan has provided to a couple of the members. Alan Kalt briefly explained the year-end fiscal housekeeping training he provides. While he was out in Ely, he talked with the board about consolidated tax, and expanded his discussion to include ACH fraud. Jarrod then noted that the upcoming Cybersecurity Webinar will touch on that subject.
5. **Cybersecurity:** Jarrod Hickman stated that Tony Rucci is providing Passive Network Assessments (PNAs) to various members right now. He also mentioned the upcoming Cybersecurity webinar taking place in August.
6. **Fire Services:** Attended 2023 Annual Nevada State Firefighters' Association Training Conference (06/21/2023): Jarrod Hickman noted that Marshall attended this training in Elko.
7. **Law Enforcement:** Jarrod Hickman reviewed monthly Roll Call Webinars since the last meeting and indicated that the remaining Detention Facility Assessments follow-ups were being concluded.

8. **Board Workshop (ERMEP):** Board Presentation to Lincoln County School District Trustees (6/26/23): Marshall Smith noted that the Board Governance section was added to the ERMEP. Pam Teel from Lincoln County School District suggested that instead of selecting an individual board member to review the Board Governance section of the ERMEP, why not make a presentation to the whole board. Wayne Carlson and Marshall will be making this presentation to the Town of Round Mountain next week.
- B. **Enterprise Risk Management Excellence Program**
 1. **Members processing through the Program: 14.** Marshall Smith noted that 14 members are processing through the ERMEP right now, 12 of those members have applied for Risk Management grants and are processing through the relevant sections of the ERMEP.
- C. **Nevada Detention Administrators Working Group (NDAWG)**
 1. **Next Meeting (7/19/23):** Marshall stated the date of the NDAWG meeting taking place in Winnemucca. He noted that a panel from the Nevada Department of Health and Human Services will be at the meeting.
- D. **Upcoming Risk Management Webinars/Seminars/Training**
 1. **Occupational Safety:** Jarrod Hickman indicated that he and Marshall are providing basic fire extinguisher training to Carson City School District August 1, 2023.
 2. **Cybersecurity:** Jarrod Hickman indicated that the next Cybersecurity webinar is scheduled for August 23, 2023 and will focus on MFA.
 3. **Law Enforcement:** Jarrod Hickman indicated that the next Roll Call webinar is scheduled for July 27, 2023 and will cover Harassment and Discrimination for Road Operations and PREA for Detention Operations.
 4. **Board Workshop:** Marshall Smith noted that he and Wayne will be presenting to the Board next week.
- E. **Risk Management Grant Program FY2022-2023 Review**
 1. Jarrod Hickman provided a summary of the Risk Management grants programs.
6. **FOR POSSIBLE ACTION:** Discussion and approval of the Enterprise Risk Management Excellence Award to Carson City School District: Marshall Smith presented a recommendation for Carson City School District to receive the ERMEP award. They started in March and jumped right in to complete the entire ERMEP in a short period of time. Marshall made mention of the fact that Jarrod Hickman did an extraordinary amount of work on CCSD's Written Workplace Safety Plan; the WWSP will go before CCSD's board for approval. Marshall also mentioned that the Cyber and Fiscal sections of the ERMEP typically take three to five sessions to complete and CCSD was able to complete both within the first session. A lot of work was involved in getting this complete, job well done to CCSD. Chairman Dan Murphy agreed that the ERMEP is a lot to work through and

congratulated Ann Cyr on the completion of the EREMP. Geof Stark made a motion to approve, Alicia Heiser seconded it, the motion passed.

7. **FOR POSSIBLE ACTION:** Review and approve or deny grant 0245-RM-2023 submitted by Elko County School District: Julie Davis presented the grant request for Elko County School District, noting that this request comes from the Nursing Department; they would like to update their CPR dummies and technology, as well as purchase Stop the Bleed kits. Jarrod Hickman described the eligibility requirements and criteria that Elko County School District has met, as well as the financing. Alicia Heiser made a motion to approve, Paul Sikora seconded, the motion passed.
8. **FOR POSSIBLE ACTION:** Review and approve or deny grant 0269-RM-2023 submitted by Mineral County: Chris Lawrence presented the augmented reality fire extinguisher training. He mentioned that when POOL/PACT came out to provide this training in the past, not all the staff were able to attend. This new augmented reality system can be brought right to workstations, so employees don't have to miss out. Chris noted they had not yet applied for other funding. Jarrod Hickman described the eligibility criteria and explained the concern POOL/PACT staff had since POOL/PACT already provides free fire extinguisher training to its members. He also went over the financing. Marshall Smith added that POOL/PACT's fire extinguisher training equipment is such that different fires can be addressed. He offered to go out to Mineral County and provide this training again. Mineral County and POOL/PACT are meeting next week to go over their Written Workplace Safety Plan. Chairman Dan Murphy asked if the augmented reality system is similar to what POOL/PACT already offers. However, he does understand the reason for wanting the augmented reality training system. He suggested the need for this system after POOL/PACT and Mineral County meeting next week. Geof Stark agreed that this service is already provided by POOL/PACT. Jarrod suggested that the committee may want to table this grant until the next LCC meeting. Dan Murphy tabled the grant until the next LCC meeting.
9. **FOR POSSIBLE ACTION:** Review and approve or deny grant 0273-RM-2023 submitted by Pershing County School District: Chairman Dan Murphy presented the grant request from Pershing County School District. He recused himself from the approval/denial of this grant. He also clarified that Pershing County School District did not seek other funding prior to applying for the POOL/PACT grant. Jarrod Hickman reviewed other eligibility criteria and financing of the grant. Curtis Trujillo called for questions and for a motion. Alicia Heiser moved to deny the grant for not meeting grant criteria. Paul Sikora seconded. The motion to deny the grant passed.
10. **FOR POSSIBLE ACTION:** Date and location for next meeting: Dan Murphy volunteered to host the meeting in Lovelock in October 2023.
11. **Public Comment**

- a. Marshall Smith noted that the Risk Management grant program is in a constant state of evolution. With that being said, the application process has been tightened up (requirements for seeking other funding prior to applying for the POOL/PACT grant). POOL/PACT has developed a pamphlet with information for members to seek other funding and where to look to seek other funding for grants. He encouraged all the committee members to review the new grant requirements and summary. He made it clear that in the future, if a grant is on the agenda, it is an eligible grant and has met all the criteria.
- b. Dan Murphy stated that he had ideas and comments for the next agenda regarding the grant process.
- c. Curtis told the group that the people at the meeting in Incline would be going out to the driving range to hit some golf balls, as well as discuss the risks that come with the driving range being used as a snow park in the winter.

12. Adjournment

- a. Meeting adjourned at 9:56 AM